

**PUNJAB AGRICULTURAL UNIVERSITY
LUDHIANA
INDEX**

Right to Information Act 2005

Sr. No.	SUBJECT	PAGES
1	The particulars of its organization, functions and duties	
2	The powers and duties of its officers and employees	
3	The procedure followed in the decision making process, including channels of supervision and accountability	
4	The norms set by it for the discharge of its functions	
5	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions	
6	A statement of the categories of documents that are held by it or under its control	
7	The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.	
8	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public	
9	A directory of its officers and employees	
10	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations	
11	The budget allocated to each of its officers and employees, including the system of compensation as provided in its regulations	
12	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programme	
13	The particulars of recipients of concessions, permits or authorization granted by it	
14	The details in respect of the information, available to or held by it, reduced in an electronic form	
15	The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.	
16	The names, designations and other particulars of the Public Information Officers	
17	Such other information as may be prescribed; and thereafter update these publications every year	

RIGHT TO INFORMATION ACT 2005

M A N U A L

(SERIAL No. 1 OF THE RTI ACT 2005)

**Regarding
The particulars of its organization, functions and duties**

**PUNJAB AGRICULTURAL UNIVERSITY
LUDHIANA**

PUNJAB AGRICULTURAL UNIVERSITY, LUDHIANA, INDIA

PARTICULARS OF THE INSTITUTION

The Punjab Agricultural University (PAU) came into existence on 17th of October, 1962. Modelled on the pattern of land grant colleges of the USA it is committed to perform teaching, research and extension in agriculture and its allied fields. In relatively short span the University has emerged as a premier centre for learning and research and pioneer agricultural institution in India. Its immense contribution in human resource development and overall development in agriculture has given it the status of the Biggest Engine of Development in the Punjab State and one of the best Agricultural Universities in Asia.

It has played pivotal role in ushering “Green Revolution”. It is a focal point of several new scientific discoveries and innovations which has triggered rapid agricultural transformation in the State. In recognition of its outstanding achievements in agricultural research, education and effective transfer of technology programmes the University as adjusted as the first **Best State Agricultural University** by Indian Council of Agricultural Research in 1995.

The University is spread over an area of about 580 hectares at Ludhiana and about 2000 hectares at various Regional Stations (6), Sub-stations (4) and Seed Farms (5) located in different agricultural zones of the State. Of the four constituent colleges, College of Agriculture is the largest one. It received Federation of Indian Chambers of Commerce and Industry Award in 1977. Departments of Plant Breeding, Genetics and Biotechnology, and Soils have been identified as Centre of Advances Studies (CAS) by the Indian Council of Agricultural Research. More than 13,000 graduates and 10,000 post-graduates have been produced by the PAU.

It is mission of the University to achieve excellence in providing quality education, research and extension programmes in agricultural and allied fields to serve people of the State, the nation and the world.

Power/Functions of the Punjab Agricultural University
(as incorporated under section 9 of the Haryana and Punjab Agricultural
Universities Act 1970)

The University has been vested with the following powers, namely:-

- a) to provide for graduate and post-graduate instructions in agriculture., agricultural engineering, home sciences and other allied sciences and in such other branches of learning as the a University may deem fit;
- b) to make provision for instructions in applied fields, research and the dissemination of the finding of research and technical information through an extension education programme;
- c) to institute degrees, diplomas and other academic distinctions;
- d) to hold examinations and to grant and confer degrees, diplomas and other academic distinctions to and on persons who shall have-
 - i) Pursued a prescribed course of study; or
 - ii) Carried out research in the University, or in an institution recognized in this behalf by the University, under the prescribed conditions;
- e) to confer honorary degrees or other distinctions in the prescribed manner and under the prescribed conditions;
- f) to provide lectures and instructions for field workers, village leaders and other persons not enrolled as regular students of the University and to grant certificates to them when deemed desirable;
- g) to co-operate with other Universities and authorities in such manner and for such purposes as the University may determine;
- h) to institute teaching, research and extension education posts required by the University and to appoint persons to such posts;
- i) to create administrative, ministerial and other posts and to make appointments thereto;

- j) to institute and award fellowships, scholarships and prizes in accordance with the Statutes;
- k) to institute and maintain residential accommodation for students of the University:
- l) to supervise and control the residential accommodation and to regular the discipline of the students of the University and to make arrangements for promoting their health and welfare;
- m) to institute and received such fees and other charges as may be prescribed; and
- n) to do all such acts and things, whether incidental to the powers aforesaid or not, as may be requisite in order to further the objects of the University.

**The Organization Chart of PAU is
available in Manual No. 3**

Duties of The Punjab Agricultural University

(as incorporated under section 2 of the Haryana and Punjab Agricultural Universities Act 1970)

The University has been established and incorporated for the following objects, namely:-

- a) making provision for imparting education in different branches of study, particularly in agriculture, agricultural engineering, home sciences and other allied sciences;
- b) furthering the advancement of learning and prosecution of research, particularly in agriculture and other allied sciences;
- c) undertaking the extension of such sciences to the rural people of the territories within which the University is required by this Act to function; and
- d) such other purposes as the State Government may, by notification in the Officer Gazette, direct.

RIGHT TO INFORMATION ACT 2005

M A N U A L

(SERIAL No. 2 OF THE RTI ACT 2005)

Regarding

The Powers and Duties of Officers and Employees

**PUNJAB AGRICULTURAL UNIVERSITY
LUDHIANA**

Powers and Duties of the Vice-Chancellor

(as incorporated under section 16 of the Haryana and Punjab Agricultural Universities Act 1970)

- 16(1) The Vice-Chancellor shall be the principal executive and academic officer of the corresponding University and the Chairman of the Academic Council and shall, in the absence of the Chancellor, preside at a convocation of the corresponding University and shall confer degrees on persons entitled to received them.
- (2) The Vice-Chancellor shall exercise control over the affairs of the corresponding University and shall be responsible for the due maintenance of discipline at that University.
- (3) The Vice-Chancellor shall convene meetings of the Academic Council unless he temporarily delegates this power to some other officers of the corresponding University.
- (4) Without prejudice to the powers conferred by this Act on the appropriate Government, the Vice-Chancellor shall ensure the faithfully observance of the provisions of this Act and the Statutes and he shall exercise all such powers as may be necessary in that behalf.
- (5) The Vice-Chancellor shall be responsible for the presentation of the budget and the statement of accounts of the Board
- (6) In any emergency, which, in the opinion of the Vice-Chancellor, requires immediate action to be taken, he shall take such action as he deems necessary and shall, at the earliest opportunity, report the action taken to the officers, authority or other body for confirmation who or which in the ordinary course would have dealt with the matter, but nothing in this sub-section shall be deemed to empower the Vice-Chancellor to incur any expenditure not duly authorised and provided for in the budget.
- (7) Where any action by the Vice-Chancellor under sub-section(6) affects any person in the service of the corresponding University to his disadvantage, such action shall not be taken unless the person concerned has been given a responsible opportunity of being heard, and the person against whom any action is proposed to be taken may prefer an appeal to the Board within thirty days of the date on which the action proposed to be taken against him is communicated to him.
- (8) Subject as aforesaid, the Vice-Chancellor shall given effect to the orders of the Board regarding the appointment, suspension and

- dismissal of officers, teachers and other employees of the corresponding University.
- (9) The Vice-Chancellor shall be responsible for the close co-ordination and integration of teaching, research and extension education.
 - (10) The Vice-Chancellor shall exercise such other powers as may be prescribed.
 - (11) The salary and allowances payable to the officers, teachers and other employees of the corresponding University shall be determined by the Vice-Chancellor with the approval of the Board.

Financial and Administrative Powers of the Vice-Chancellor

(as incorporated under clause 3 of Chapter XXII of the Haryana and Punjab Agricultural Universities Act 1970)

- a) to sanction recurring and non-recurring expenditure chargeable to contingencies;
- b) to countersign his own TA bill subject to the provisions of the Punjab TA Rules.
- c) to open and operate necessary accounts on behalf of the University in a Bank approved by the Board of Management.
- d) to countersign TA Bill and sanction absence on duty beyond jurisdiction of the officers of the University.
- e) to make rules for the allotment of residential accommodation to employees of the University and for the maintenance and operation of vehicles owned by the University, etc. And such other rules and standing instructions considered necessary from time to time for the maintenance and running of the Campus, including instructions on "black out" and other security or civil defence measures; and
- f) to take a decision to file and defend suits, appeals, revisions and other legal proceedings etc. In courts of law and to engage counsel for this purpose on behalf of the University.

Powers of the Registrar

(as incorporated under section 17 of the Haryana and Punjab Agricultural Universities Act 1970)

- 17(1) The Registrar of a corresponding University shall be a whole-time officer of that University and shall be appointed by the Vice-Chancellor of that university with the approval of the Board.
- (2) The Registrar of a corresponding University shall receive such remuneration and other emoluments as may be prescribed and shall not, during the tenure of his office, accept any remuneration or emolument other than the prescribed remuneration or emolument.
- (3) The powers and duties of the Registrar of a corresponding University shall be as follows:
- (a) to be responsible for the custody of records and the common seal of the University.
 - (b) to be the ex-officio Secretary to the Academic Council and to the Board and to place before such Council and Board all such information, as may be necessary for the transaction of business of the Council or the Board, as the case may be;
 - (c) to receive applications for admission into the University
 - (d) to keep a permanent record of all syllabi, curricula and information connected therewith;
 - (e) to make arrangements for the conduct of such examinations as may be prescribed and to be responsible of the due execution of all processes connected therewith; and
 - (f) to perform such other duties as may be prescribed or required from time to time by the Vice-Chancellor.

Administrative and Financial Powers of the Registrar

(as incorporated under clause 9 of Chapter III of the Haryana and Punjab
Agricultural Universities Act 1970)

9. In exercise of his duties under Section 17 of the Act, the Registrar shall
- (a) issue notices and maintain the minutes of all meetings of the Academic Council and the Board of Management and of Committees appointed by them;
 - (b) conduct the official correspondence of the Academic Council and the Board;
 - (c) be responsible for admission of students to be University, including the supervision of the entrance examination, if any;
 - (d) be responsible for registration of students of the University;
 - (e) be responsible for maintaining a register of all degrees/diplomas conferred by the University;
 - (f) be responsible for maintaining all students' records;
 - (g) obtain the grades of the students from the instructors and issue trimester/semester reports and transcripts;
 - (h) deleted;
 - (i) deleted; and
 - (j) perform such other duties and functions as are assigned to him by the Vice-Chancellor.

Administrative and Financial Powers of the Registrar

(as incorporated under clause 4 of Chapter XXII of the Haryana and Punjab
Agricultural Universities Act 1970)

4. The Registrar shall exercise all the powers of a drawing, disbursing and collected officer in respect of employees under him referred to in Part I of the Schedule to the Statutes relating to the appointment of other employees of the University(here-in-after referred to as the Schedule) and shall also have the power:
 - (a) to incur expenditure chargeable to contingencies as under:
 - (i) Non recurring expenditure upto Rs 10,000 in each case
 - (ii) Recurring expenditure upto Rs 1,200 per annum in each case.
 - (b) to countersign T.A. bills and to sanction absence on duty beyond jurisdiction to all the employees working under him;
 - (c) deleted;
 - (d) to sign cheques for payment of sanctioned pay and allowances of the Comptroller; and
 - (e) to open and operate necessary accounts on behalf of the University in a bank approved by the Boards of Management with the approval of the Vice-Chancellor.

Powers and duties of the Comptroller

(as incorporated under section 18 of the Haryana and Punjab Agricultural Universities Act 1970)

18. (1) The Comptroller of a corresponding University shall be a whole-time officer of that University and shall be appointed by the Vice-Chancellor of that University with the approval of the Board.
- (2) The Comptroller shall manage the property and investments of the corresponding University, including the preparation and advise it in regard to its financial policy.
- (3) The Comptroller shall be responsible to the Vice-Chancellor for all accounting matters of the corresponding University, including the preparation and presentation of its Budget and Statement of accounts.
- (4) The Comptroller shall receive such remuneration as may be prescribed and shall not during the tenure of his office receive any remuneration or other emolument other than the prescribed remuneration.
- (5) The Comptroller shall
 - (a) ensure that expenditure, not authorised in the budget, is not incurred by the corresponding University except by way of investment; and
 - (b) disallow any expenditure not warranted by the terms of any Statute or for which provision is required to be made by the Statutes but has not been so made.
- (6) All moneys belonging to the corresponding University shall be keep in a scheduled bank approved by the Board.

Powers and duties of the Comptroller

(as incorporated under Clause 10 Chapter III of the Haryana and Punjab Agricultural Universities Act 1970)

10. He shall be responsible to the Vice-Chancellor to ensure:
 - (a) that expenditure, not authorised in the budget, is not incurred without appropriate sanction;

- (b) that all moneys belonging to the University are kept in a schedule bank approved by the Board of Management;
- (c) that all the accounts of the University are properly kept, adjusted and audited;
- (d) that the budget of the University is prepared and submitted to the Vice-Chancellor and that the financial sanctions are obtained in time;
- (e) that income and fees due to the University are collected and that salaries and other amounts due to the staff and others paid promptly;
- (f) that notices are issued and the minutes of all meetings of the Finance Committee are maintained to conduct the official correspondence of the Finance Committee;
- (g)** that development plans are prepared; and that dealings with the Government, with the authority responsible for the auditing of the accounts of the University, Commodity Committees and other aid-granting agencies regarding financial and accounts matters, are on correct lines.

Administrative and Financial Powers of the Comptroller

(as incorporated under clause 5 of Chapter XXII of the Haryana and Punjab Agricultural Universities Act 1970)

5. The Comptroller shall have the power –
- (a) to countersign T.A. bills and sanction absence on duty beyond jurisdiction of all the employees under him referred to in Part I of the Schedule;
 - (b) to open and operate necessary accounts on behalf of the University in a Bank approved by the Board of management;
 - (c) to sign cheques for payment of sanctioned pay and allowances of all the officers, teachers and other employees of the University, and other cheques;
 - (d) to draw pay and other allowances of employees of the University Cadres of University administration; and
 - (e) to delegate powers mentioned in sub-clause(b) and (c) above to group 'A' employees working under the Comptroller

Powers and duties of the Estate Officer-cum-Chief Engineer

(as incorporated under section 19 of the Haryana and Punjab Agricultural Universities Act 1970)

19. The Estate Officer of a corresponding University, who shall be appointed by the Vice-Chancellor with the approval of the Board, shall be responsible for the custody, maintenance and management of all the buildings, lawns, gardens and other properties of the University.

Powers and duties of the Estate Officer-cum-Chief Engineer

(as incorporated under Clause 11 and 12 Chapter III of the Haryana and Punjab Agricultural Universities Act 1970)

11. The Estate Officer shall work under the control and supervision of the Vice-Chancellor and in the exercise of his responsibilities, under Section 19 of the Act,
shall be responsible for the following:
 - (a) maintenance of the University buildings, fencing, lands, other than the land comprising the agricultural farms;
 - (b) maintenance of the fire projection services;
 - (c) preparation of the maintenance budget of the University;
 - (d) maintenance of accounts relating to the maintenance work in his charge on prescribed forms;
 - (e) maintenance of an up-to-date record of all the immovable properties of the University including lands and buildings in cooperation with the Heads of Departments;
 - (f) Procurement/disposal of immovable property of the University.
12. The Chief Engineer shall work under the control of and supervision of the Vice-Chancellor and shall be responsible for the following:-
 - (a) construction and maintenance of utility services;
 - (b) maintenance of architectural and constructional services of the University;

- (c) all University construction;
- (d) preparation of the annual construction budget of the University and a periodical report showing the progress of the works under construction;
- (e) maintenance of accounts relating to the works in his charge on prescribed forms;

(Powers of the Chief Engineer have been vested with the Estate Officer. Notification No. 265 dt. 12.11.98)

Powers and duties of the Director Students' Welfare

(as incorporated under section 20 of the Haryana and Punjab Agricultural Universities Act 1970)

- 20.(1) The Director of Students' Welfare of a corresponding University shall be a whole-time officer of that University and shall be appointed by the Vice-Chancellor with the approval of the Board.
- (2) The Director of Students' Welfare shall have the following duties, namely:-
- (a) to make arrangements for the housing of students;
 - (b) to direct a programme of student-counselling;
 - (c) to arrange for the employment of students in accordance with the plans approved by the Vice-Chancellor;
 - (d) to supervise the extra-curricular activities of students;
 - (e) to assist in the placement of graduates of the University; and
 - (f) to organise and maintain contact with the Alumni Association of the University.

Powers and duties of the Director Students' Welfare

(as incorporated under Clause 8 of Chapter III of the Haryana and Punjab Agricultural Universities Act 1970)

8. The Director of Students' Welfare shall be directly responsible to the Vice-Chancellor and shall have the following duties:
- (a) to make arrangements for the housing and messing of students;
 - (b) to direct a programme of student counselling;
 - (c) to arrange for the part-time employment of students in accordance with the plan approved by the Vice-Chancellor;
 - (d) to assist in the placement of graduates of the University;
 - (e) to obtain travel facilities for holidays, study tours of students;
 - (f) to communicate with the guardians of students concerning the welfare of the students;
 - (g) to exercise general control and supervision over the physical education programme and other co-curricular activities of the students;
 - (h) to perform such other duties as may be entrusted to him by the Vice-Chancellor from time to time.

Powers and duties of the Deans of Colleges

(as incorporated under section 21 of the Haryana and Punjab Agricultural Universities Act 1970)

- 21.(1) Each college shall have a Dean who shall be a whole-time officer and shall be appointed by the Vice-Chancellor with the approval of the Board.
- (2) The Dean shall be responsible to the Vice-Chancellor for all matters concerning his college.
- (3) The Dean shall be responsible for the organisation and the conduct of resident instruction of the Departments of the college.

Powers and duties of the Deans of Colleges

(as incorporated under Clause 5 of Chapter III of the Haryana and Punjab Agricultural Universities Act 1970)

- 5.(1) The Dean of the College shall be directly responsible to the Vice-Chancellor for the administration of the Resident Teaching Programme and for the development, evaluation and improvement of curricula and teaching procedures designed to develop in the students, professional competence, character and quality leadership.
- (2) In the absence of the Dean on earned leave etc., the senior most Professor who has worked as Head of the Department or is functioning as Head of Department, shall act as Dean.
- (3) The Dean of a College shall have the following powers and duties:-
- (i) He shall be responsible for the organisation and conduct of teaching in the Departments comprising the College and for that purpose shall pass such orders as may be necessary in consultation with the Heads of Departments concerned.
 - (ii) He shall be responsible for the due observance of the Statutes and Rules relating to the College.
 - (iii) He shall preside over the meetings of the Board of Studies of the College.

- (iv) He shall formulate and present policies to the Board of Studies of the College for its considerations, without prejudice to the right of any member to present any matter to the respective Board of Studies.
- (v) He shall submit reports to the Vice-Chancellor on the work of the College regarding resident instructions.
- (vi) He shall be responsible to the Vice-Chancellor for the use of the buildings and rooms of the College and for the equipment of the College.
- (vii) He shall serve as a medium of communication for all official business of the College with other authorities of the University, the students and the public.
- (viii) He shall normally represent the College in conferences and where necessary, he may designate representatives from amongst the staff of the College for specific conferences on resident instructions.
- (ix) He shall prepare the budget of the College.
- (x) He shall exercise, in consultation with the Heads of Departments, administrative control over the teaching loads of the members of faculty and work with the Directors of Research/Extension Education on work load assignments of joint teaching research or teaching extension personnel.
- (xi) He shall be responsible to the Vice-Chancellor for maintaining discipline, law and order in the College and for the discharge of his duties, he may award suitable punishment e.g. fine/rustication/expulsion etc., to students for acts of indiscipline and misdemeanour

Notwithstanding anything contained in the Statute the Vice-Chancellor within six months of the date of the order of penalty may, on his own motion or otherwise call for the records of any enquiry and may:

- (a) confirm, modify or set aside the order; or
- (b) confirm, reduce, enhance or set aside the penalty imposed by the order, or impose any penalty where no penalty has been imposed; or
- (c) remand the case to the Dean, or to any other authority directing to make such further enquiry as it may consider proper in the circumstances of the case; or

(d) pass such other orders as he may deem fit:

Provided that no order imposing or enhancing any penalty shall be made by the reviewing authority unless the students(s) concerned has/have been given a reasonable opportunity of making a representation against the penalty proposed.

Administrative and Financial Powers of the Deans of Colleges

(as incorporated under clause 6 of Chapter XXII of the Haryana and Punjab Agricultural Universities Act 1970)

- 6.(1) The Dean shall exercise all the powers of Drawing, Disbursing and Collecting Officers in respect of employees under them (referred to in Part I of the schedule attached to the Statutes regarding the appointment of employees other than officers and teachers).
- (2) The Deans shall also have the power to –
 - (a) countersign T.A. bills and to sanction absence on duty beyond jurisdiction in respect of teaching and other staff working under them;
 - (b) Deleted
 - (c) Open and maintain Personal Ledger Accounts relating to various funds to the colleges; and
 - (d) Open and operate necessary accounts on behalf of the University in a Bank approved by the Board of Management with the approval of the Vice-Chancellor.

Powers and duties of the Librarian

(as incorporated under section 22 of the Haryana and Punjab Agricultural Universities Act 1970)

- 22.(1) The Librarian of a corresponding University shall be appointed by the Vice-Chancellor with the approval of the Board and shall be incharge of the library.
- (2) The Librarian shall be responsible to the Vice-Chancellor for all matters concerning the library.

Powers and duties of the Librarian

(as incorporated under Clause 13 Chapter III of the Haryana and Punjab Agricultural Universities Act 1970)

13. The Librarian shall work under the control and supervision of the of the Vice-Chancellor and, in exercise of his responsibilities under section 22 of the Act, shall be responsible for the maintenance of all libraries of the University and for the organization of their services. The University Librarian shall have the following powers and duties:-
- a) he shall have general overall supervision of the University Library, and Library personnel and departments; libraries or collections;
 - b) he shall prepare the Library budget for the University Library including Department collections;
 - c) Deleted;
 - d) He shall have the responsibility of receiving and accessioning all library materials;
 - e) He shall have the responsibility of initiating the purchase requisitions for all library materials;
 - f) He shall have the responsibility of renewing in time subscriptions to journals;
 - g) He shall prepare a library newsletter at monthly intervals which will carry a list of all library materials received since the last preceding newsletter and other timely library news of interest to students and staff;

- h) He shall initiate, participate and co-operate in programme designed to stimulate and encourage the use of the library by students and staff;
- i) He shall arrange library hours which will permit maximum library use by both the students and faculty; and
- j) He shall arrange for departments and selected research Sub-stations, small collections of volumes and journals that are in almost constant use by the staff and postgraduate students as references.

Powers and Duties of Director of Research

(as incorporated under clause 6 of Chapter III of the Haryana and Punjab Agricultural Universities Act 1970)

- 6.(1) the Director of Research shall coordinate all research in the University in co-operation with the Deans. While his dealings would be mainly with the staff concerned with research in Departments of Colleges, he shall be directly responsible to the Vice-Chancellor for the initiation, guidance and coordination of the research programme of the University and its outlying stations.
- (2) All research programmes shall be conducted within the appropriate Departments by members of the staff and graduate students of the Department.
- (3) The Director of Research shall have the following powers and duties:-
 - (i) He shall be responsible for initiation, organisation and conduct of research programmes of the University and for that purpose, shall pass; such orders as may be necessary in consultation with the Heads of the Departments concerned.
 - (ii) He shall exercise broad administrative control over:
 - (i) research staff, (ii) research funds allotted for the purpose, and (iii) all physical properties, facilities and materials assigned by the University for the pursuit of the research programme.
 - (iii) He shall prepare in consultation with the Heads of Departments the budgetary needs of research of different Departments of the University.
 - (iv) He shall be the principle liaison officer for dealing with aid-granting agencies, such as I.C.A.R., Commodity Committee or private institutions.
 - (v) He shall formulate and present policies to the Research Advisory Committee for its consideration.
 - (vi) He shall cause to be published regularly research bulletins, circulars, articles in scientific journals and popular magazines and press releases which summarize practical research findings on important problems.

- (vii) In formulating research policies and programmes of the University, he shall work in close consultation with the Deans and the Director of Extension Education.
- (viii) He shall assume leadership in development and maintenance of research productivity of a high level by:-
 - (a) promotion of self-improvement on the part of research personnel;
 - (b) stimulation of a wholesome, aggressive *esprit de corps*; and
 - (c) development of an attitude in the minds of the staff as to the worthiness and self-satisfaction (humble pride) of a life vocation of service in the field of agricultural research.
- (ix) He may represent the University in conferences regarding research.

Powers and Duties of Director of Extension Education

(as incorporated under clause 7 of Chapter III of the Haryana and Punjab Agricultural Universities Act 1970)

- 7.(1) The Director of Extension Education shall plan and execute all extension education programmes and activities in co-operation with the Deans and the Director of Research.
- (2) The Director of Extension Education shall supervise and control the field activities of the extension subject-matter specialists who shall otherwise hold academic rank and be members of the staff of the departments.
- (3) The Director of Extension Education shall have full access to the Vice-Chancellor and shall be directly responsible to him for effecting close collaboration and coordination of the extension education activities of the University with those of the Departments of Agriculture, Development, Co-operation and Animal Husbandry of the State Government.
- (4) The Director of Extension Education shall have the following powers and duties:-
 - (j) He shall be responsible for initiation, organisation and conduct of extension educational programmes of the University and for that purpose shall pass such orders as may be necessary in consultation with the Heads of Departments concerned.
 - (ii) He shall exercise broad administrative control over:-
 - (a) Extension Education staff;
 - (b) Extension Education funds allotted for this purpose; and
 - (c) All physical properties, facilities and materials assigned by the University for the pursuit of extension programmes.
 - (iii) He shall assess, in consultation with Heads of Departments, the budgetary needs of extension education of different Departments of the University.
 - (iv) He shall be the principal liaison officer for dealing with such agencies as the Departments of Agriculture, Animal Husbandry, Co-operation, Development and Panchayats of the Government in the matter of extension education.

- (v) He shall formulate and present extension educational programme of the Extension Advisory Committee, for its consideration.
- (vi) He shall guide and supervise the working of the information Section dealing with publications, audio-visual aids, radio, press and other materials directed to the successful implementation of the extension educational programmes.
- (vii) In formulating the extension policies and programmes of the University, he shall work in close consultation with the Deans of Colleges and Director of Research.
- (viii) He shall assume leadership in the development and maintenance of effective and productive extension educational programmes -
 - (a) promotion of self-improvement on the part of extension personnels; and
 - (b) inculcation in them of a missionary spirit for dedicated service to the farmers of the State.
- (ix) He may represent the University in conferences regarding extension education.

Powers and Duties of Dean, Postgraduate Studies

(as incorporated under clause 14 of Chapter III of the Haryana and Punjab Agricultural Universities Act 1970)

- 14.(1) The Dean, Postgraduate Studies shall be directly responsible to the Vice-Chancellor for the administration of all resident teaching programme at the Post-Graduate level in the University and for the development, evaluation, improvement of curricula and teaching methods designed to develop in the students professional competence, character and quality leadership.
- (2) the Dean, Postgraduate Studies shall have the following powers and duties:-
- (h) He shall be responsible for the organization and conduct of postgraduate teaching in all the constituent colleges of the Punjab Agricultural University and for that purpose, shall pass such orders as may be necessary in consultation with the Deans of the constituent colleges and the Director of Research and Extension Education where such consultation is considered necessary.
 - (ii) He shall in collaboration with the Director of Research, be responsible for the coordination of research of the postgraduate students and its integration with the general research programmes of the University.
 - (iii) He shall preside over the meetings of the post-graduate committee.
 - (iv) He shall formulate and present policies to the postgraduate committee for its consideration without prejudice to the right of any members to present any matter to the postgraduate committee.
 - (v) He shall forward the recommendations of the postgraduate committee, to the Vice-Chancellor or the Academic Council as the case may be.
 - (vi) He shall maintain record of the post-graduate students in the Punjab Agricultural University and also supervise their progress.
 - (vii) He shall be responsible for the maintenance of proper standards of postgraduate instructions.
 - (viii) He shall, in consultation with the Heads of Departments, exercise control over the teaching load of the members of the postgraduate faculty.
 - (ix) He shall provide, in consultation with the Heads of Departments, guidance and leadership in the development of periodic evaluation of

effective curricula within each subject-matter and integration of said curricula into appropriate instruction programme designed to prepare students for effective careers in research, teaching and extension.

- (x) He shall be a member of the Advisory Committee for Resident Instruction, Research Advisory Committee and Extension Education Advisory Committee.
- (xi) He shall prepare budget for the postgraduate programme of the University which shall be incorporated in the budget of the constituent colleges by the concerned Deans.
- (xii) He shall perform such other duties as may be entrusted to him by the Vice-Chancellor from time to time for effective co-ordination of postgraduate teaching in the University.

Powers and Duties of Additional Director of Research

(as incorporated under clause 6 Chapter IV of the Haryana and Punjab Agricultural Universities Act 1970)

6. The Additional Director of research shall officially and functionally work under the control of the Director of Research and shall perform the following duties:-
 - (a) He shall monitor and review the progress of different research schemes and provide coordination among the researchers in the College.
 - (b) He shall scrutinize new research projects and review of synopsis of research projects of the postgraduate programme of the College.
 - (c) He shall be Member-Secretary of the College Project Review Committee where the Dean of the College concerned is the Chairman.
 - (d) He shall work in close co-operation with the Dean of the College concerned and the Dean of the College will be associated with the finalisation of his Annual Progress and Assessment Reports.
 - (e) He shall represent the Director of Research on the Selection Committee for the posts of Associate Professor and equivalent and Assistant Professor and equivalent on teaching and extension side. However, for Prof. or equivalent/Assoc. Prof. or equivalent and Asstt. Prof. or equivalent level posts on research side, he shall be co-opted as Member of the Selection Committee.
 - (f) He shall represent the Director of Research in the Selection Committees in respect of Group 'B', 'C' and 'D' technical posts, lower than the rank of Superintendent.
 - (g) He shall compile materials for the Annual Research Report at the College level.
 - (h) He shall perform such other duties as entrusted to him by the Director of research from time to time.

Powers and Duties of Additional Director of Extension Education

(as incorporated under clause 6(A) Chapter IV of the Haryana and Punjab Agricultural Universities Act 1970)

6(A) The Additional Director of Extension Education shall officially and functionally work under the control of Director of Extension Education and shall perform the following duties:

- (a) He shall monitor and review the progress of different extension schemes/projects and provide coordination among the extension personnel in his sphere of duty.
- (b) He shall scrutinize new extension projects in his sphere of duty.
- (c) He shall represent the Director of Extension Education on the Selection Committees for the posts of Associate Professor and equivalent and Assistant Professor and equivalent on teaching and research side in his sphere of duty. However, for Prof. or equivalent/Assoc. Prof. or equivalent and Asst. Prof. or equivalent level posts on extension side in his sphere of duty, he shall be co-opted as member of the Selection Committees.

Note: The Addl. Directors will represent DEE as under:

- 1. ADEE(CC) for teaching and research posts concerning communication.
 - 2. ADEE for research posts.
 - 3. ADEE(Trg.) for teaching posts
- (d) He shall represent the Director of Extension Education in the selection Committee in respect of Group 'B', Group 'C' and Group 'D' technical posts, lower than the rank of Superintendent in his sphere of duty.
 - (e) He shall compile materials for the Annual Extension Reports regarding his sphere of duty.
 - (f) He shall perform such other duties as entrusted to him by the Director of Extension Education from time to time.

Powers and Duties of Heads of Departments

(as incorporated under clause 7 Chapter IV of the Haryana and Punjab Agricultural Universities Act 1970)

7. The Head of the Department shall be responsible for resident teaching to the Dean of the College, or research to the Director of Research, for extension education to the Director of Extension Education and for Post-Graduate Teaching to the Dean, Postgraduate Studies of the University..

He shall have the following powers and duties:

- (i) He shall be responsible for the organisation and conduct of resident teaching; research and extension education of his Department and for that purpose shall pass such orders as may be necessary in consultation with the Deans/Directors.
- (ii) He shall tender advice to the Deans and Directors on all matters pertaining to his field in respect of teaching, research and extension/
- (iii) He shall submit to the Deans/Directors concerned the budgetary needs of his Department.
- (iv) He shall recommend to the appropriate Dean/Director, the work load of each member of the staff with respect to teaching, research and/or extension education.
- (v) He shall assume responsibility for all University properties and facilities assigned to his Department.
- (vi) He shall recommend to the Deans and Directors, proposals for making improvement in the working of his Department.

Powers and Duties of Heads of Departments

(as incorporated under clause 8 Chapter XXII of the Haryana and Punjab Agricultural Universities Act 1970)

- 8.(1) With respect to the staff employed in connection with the teaching, research and extension education work, the Heads of Departments shall exercise the powers of Drawing, Disbursing and Collecting Officers, they shall have the

power to countersign T.A. bills and to sanction absence on duty beyond jurisdiction of teachers and employees of group 'B', 'C' & 'D' working .

- (2) Deleted.
- (3) The Drawing and Disbursing Officers may delegate their powers to Group 'A' employees not below the rank of Admn-cum-Accounts Officers/Assistant Accounts Officers/Supdt. working under them.

Responsibilities of Drawing Officers

(as incorporated in Rule 8.24 and 8.25 of the Punjab Financial Rules Vol. I)

- 8.24 The responsibility of drawing officers is determined by the provisions of rule 2.31. The drawing officer is further responsible for seeing that the rules regarding the preparation of bills are carefully observed and that the case of contract contingencies, the expenditure does not cause any excess over the amount fixed therefor. He is also to see that all steps have been taken with a view to obtaining an additional appropriation if the original appropriation has either been exceeded or is likely to be exceeded.
- 8.25 Where there is more than one gazetted Government employee attached to an office the head of the office may delegate to a gazetted Government employee subordinate to him the immediate responsibility for the supervision of the contingent bills and registers and checking and cancelling the vouchers. The delegation of power will not, however, relieve the head of the office of the responsibility of seeing that the grants placed at his disposal are disbursed in a proper manner and under due authority. With the extension of the system of contract grant the control of expenditure rests chiefly on him and it is important that he should make use of the authority delegated with due caution.
- Note 1. - The disbursing officers are responsible for checking expenditure in cases where an annual limit is imposed on their spending powers. The audit will be satisfied if the disbursing officer merely furnishes a certificate either on the bill itself or separately whenever such a charge is sanctioned or incurred, to the effect that the total charges so far incurred during the year do not exceed the prescribed annual limit.
- Note 2.- Nazarat officers referred to in para 10.17 of the District Office Manual, Punjab, excepting routine items such as diet money of witnesses, electricity bills and menial's pay should not pass any item of new expenditure of Rs. 10 (Rupees ten) only without the sanction of the Disbursing Officers.

Responsibility of Controlling Officers

(as incorporated in Rule 8.26 of the Punjab Financial Rules Vol. I)

- 8.26 It is the responsibility of the countersigning officer to see that items of expenditure included in a contingent bill are of obvious necessity, and are at fair and reasonable rates; that previous sanction for any item requiring it, is attached, that the requisite vouchers are all received and in order; that the calculations are correct and specially that the grants have not been exceeded nor are they likely to be exceeded, and that the Accountant-General has been informed either by a note on the bill or otherwise of the reason for excess over the monthly proportion of the appropriation. If expenditure be progressing too rapidly he should communicate with the drawing officer and insist on its being checked.

RIGHT TO INFORMATION ACT
2005

M A N U A L
(SERIAL No.3 OF THE RTI ACT 2005)

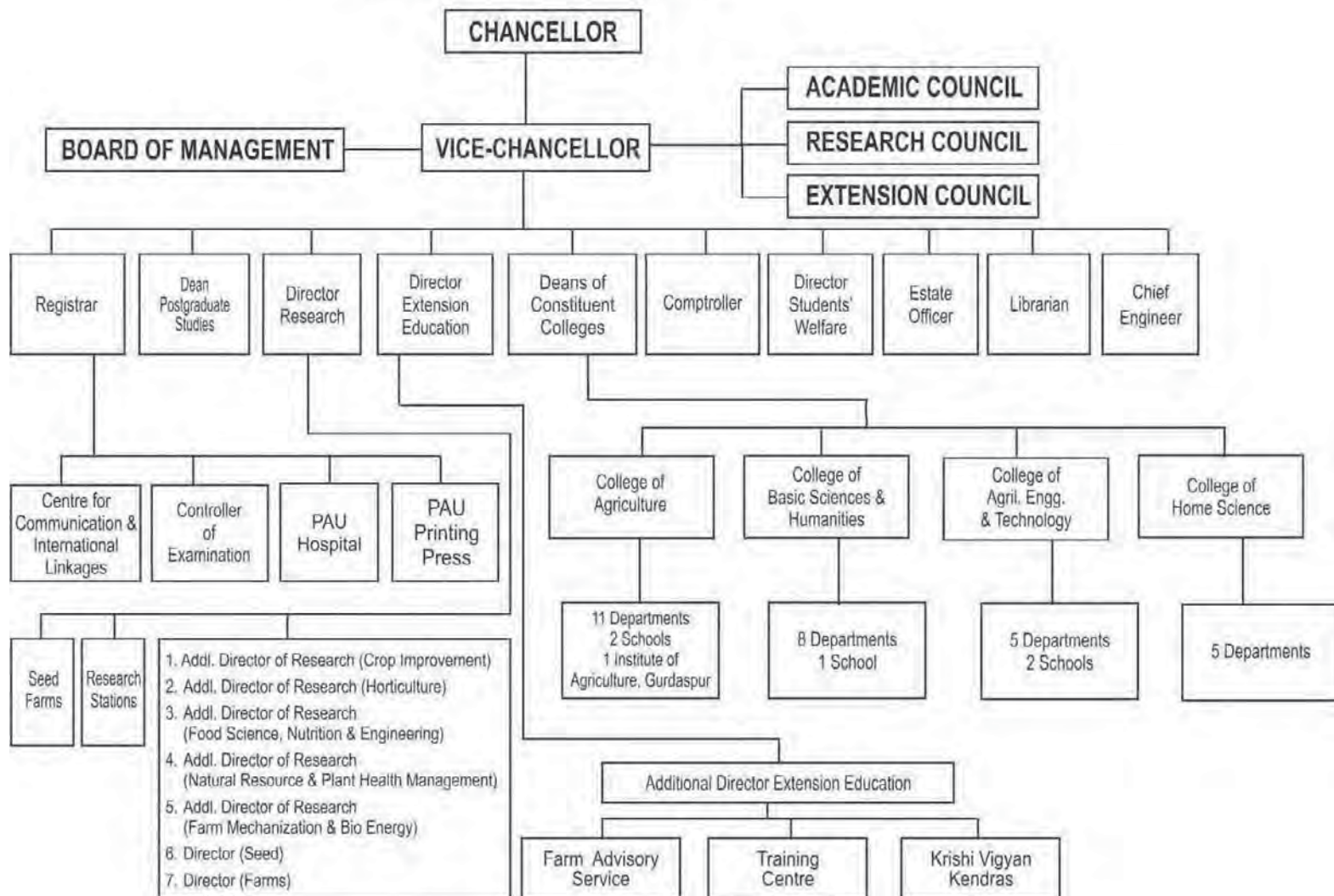
Regarding

The procedure followed in the decision-making process, including
channels of supervision and accountability

PUNJAB AGRICULTURAL UNIVERSITY
LUDHIANA

All the supporting staff working in the Offices, Fields, Laboratories including Workshop, Printing Press, Hospital etc. have to discharge their duties as per the job responsibility of the posts held by them. They have to work in accordance with the prescribed rules, regulations and instructions. They are accountable to their immediate supervisor. The decision making process starts from the level of Head of the Department. If any teacher/employee working in the department takes any action in violation of the existing procedure, it is the Head of the Department who takes/initiates disciplinary action against him. The Heads of Departments are accountable to the Deans of the Colleges for the teaching work, Director of Research for the research work and Director of Extension Education for the extension education work. The Registrar, Comptroller, Estate Officer-cum-Chief Engineer, University Librarian, all Deans and Directors are directly accountable to the Vice-Chancellor. The Vice-Chancellor is accountable to the Board of Management which is the supreme authority in the PAU.

ORGANISATIONAL STRUCTURE



All the decisions in various matters are taken by the appropriate authorities of the University according to the Act and Statues which are available on the University Website www.pau.edu

RIGHT TO INFORMATION ACT
2005

M A N U A L
(SERIAL No. 4 OF THE RTI ACT 2005)

Regarding

The norms set by it for the discharge of its functions

PUNJAB AGRICULTURAL UNIVERSITY
LUDHIANA

Norms set by the PAU for the discharge of its functions

(approved by the Board of Management at its 69th meeting held on 19.06.1981 and contained in Chapter XLII of the PAU Calendar)

1. Teaching

Distribution of normative load for teachers – hours per week

	Class preparation	Teaching	Evaluation	Advisement	Counselling	Post-graduate guidance	Total
Asstt. Professor	16-20	8-10	4-5	1	1	1	31-38
Assoc. Professor	12-16	6-8	3-4	1	1	1-2	24-32
Professor	8-12	4-5	2-3	1	1	2	18-25
Prof. & Head	6-8	3-4	1.5-2	1	1	2	14.5-18

Note:

Class: Normally 2-3 hours are required for preparation for every one hour of class contact.

Preparation: Calculations have, however, been made by using the lower norm of two hours.

Evaluation: Half of the teaching contact hours have been used, as the basis for working out time spent on evaluation responsibilities, which include setting up of testing papers, test administration, evaluation of answer books, preparation of reports and feed back to students. In every undergraduate course 3(three) examinations per semester have been prescribed. For post-graduate courses the number may vary from two to three, including assignments.

Advisement: One hour per week of advisement has been prescribed under the University rules.

Counselling: Students need contact with their advisors outside the one hour prescription for obtaining attestations, recommendations and counselling on other academic and personal problems. One hour per week has been assumed for this assignment.

Post-Graduate

Guidance: The maximum number of post graduate students for a teacher, who is a member of post-graduate faculty is five but normal number is one for Assistant Professor, 1-2 for Associate Professor and 2 for Professor or Professor and Head. One hour per week has been assumed as the norm for this responsibility.

Educational

Tour: 2 credit hours for UG education tours may be allowed.

II. Research

Every teacher engaged whole time for research should fulfil the following obligations one a year to year basis:

- i) Be associated with a well defined research project or a competent, thereof, and should spend about half of his day in field / laboratory work.
- ii) Publish one paper every year in a research journal. Those beginning their careers may publish tow papers in two years. Normally, abstracts would not be considered as research papers and papers accepted for publication will be deemed to have been published. Moreover, one paper should be published every three years in which he/ she is either a single author or a fist author.
- iii) Present a formal seminar once every two years in department where the faculty size is large and once every year in departm3ents where the faculty size is small either on his/her research project or a topic of current interest.

As per the established policy, the research personnel will be involved in doing teaching or extension work for one-third of their time.

III. Extension

Sr. No.	Activity	Subject matter Specialist at the University level	District Extension Specialist
	A. Farm Advisory Service Scheme		
1	Lecture on training camps, special training courses, personal contact programmes, production schools, etc.	16 per year	12 to 20 per year
2	Supervisory visits	One per district per season	-
3	Adaptive research trials	Supervise 4 to 10 trials per year per district.	Layout 4 to 10 trials per year(Number includes locations).
4	Varietal trials	Supervise 8 to 12 trials per year per district.	Layout 8 to 12 trials per year for District Extension Specialists in Agronomy. Subject matter observations to be recorded by special concerned.

5	Demonstration plots	1 to 2 per year	4 per year
6	Publications	2 popular articles per year	2 popular articles per year
7	Field visits	10 per season	15 to 20 per season
8	Rural youth volunteer corps camp	-	1 per season
9	Survey	-	1-2 per season

Note: Activities such as advising farmers, who visit campus or district headquarters, participation in Melas and Kisan Diwas, Exhibitions and Field days, agricultural Officers workshops and other random projects initiated by the departments or the Directorate of Extension Education should be recognized as additional contributions of extension staff under this scheme.

Extension Training Staff, Department of Extension Education

1 Farmers' Training Centre

- | | | |
|-----|---|-----------------------------|
| (a) | Organization of and participation in: | 4 per cent |
| i | Short duration courses in villages | |
| ii | Production-cum-demonstration training camps | 2 per year |
| iii | Institutional training course | 1-2 per year |
| iv | District level training camps | 2 per year |
| v | Block level training camps | 10-15 per year |
| (b) | Supervisory / advisory visits | 60 per year |
| (c) | Demonstration plots | 5 per year |
| (d) | Educational movies | 5 per year |
| (e) | Publications | 2 popular articles per year |

2 Youth Development

- | | | |
|-----|---|-----------------------------|
| (a) | Organization of youth clubs | 1 per year |
| (b) | Organization of institutional training course | 3 per year |
| (c) | Organization of village training courses | 10 per year |
| (d) | Evaluation of club activities | 10 per year |
| (e) | Issue of circular letters | 4 per year |
| (f) | Personal contact visits | 60 per year |
| (g) | Publications | 2 popular articles per year |

3 Staff Development

- | | | |
|-----|--|--------------------------------------|
| (a) | Teaching short duration certificate diploma courses | 1 per Semester
(2+1 credit hours) |
| (b) | Lecturers in specialized training courses
Village training camps, institutional training courses,
personal contact programmes etc. | 8 per month |
| (c) | Publications | 2 popular articles per year |
| (d) | Organization of staff training courses | 2 per year |

4. Correspondence Courses

- | | | |
|-----|---|-----------------------------|
| (a) | Writing /evaluating correspondence course lessons | 1 for each related course |
| (b) | Field visits | 8 per month |
| (c) | Publications | 2 popular articles per year |
| (d) | Organization of personal conduct programme | 2 per month |
| (e) | Lectures in training courses | 4 per month |

- Note: 1** The staff provided under the above schemes also participates significantly in the organization of Kisan Mela, Kisan Diwas, Farm Women Fair, Farmers' Parties visits, Agricultural Officers' Workshops, Youth Clubs, Rally, School Students' Training Programmes and other projects initiated by the Directorate of Extension Education. These activities should be recognized as additional contributions.
- 2 As per the established policy, and keeping in view their places of posting, the extension personnel will be involved in during teaching or research work for one-third of their time.

RIGHT TO INFORMATION ACT
2005

M A N U A L
(SERIAL No. 5 OF THE RTI ACT 2005)

Regarding

The rules regulations, instruction, manuals and records held by it or under its control or sued by its employees for discharging its functions.

PUNJAB AGRICULTURAL UNIVERSITY
LUDHIANA

The regulations are contained in the PAU Calendar (latest edition(2003).

Price Rs 100

The rules are contained in the following books:

- | | |
|---|--------------|
| a) PAU Act and Statutes | Price Rs 100 |
| b) Statutes regarding Pension and Provisional Fund
And Pension Rules | Price Rs 100 |
| c) PAU Accounts Code | Price Rs 100 |

Punjab Agricultural University follows the Punjab Government Rules contained in the following books to the extent the PAU has not framed its own rules:

- a) Punjab CSR Vol.-I, Part I
- b) Punjab CSR Vol.-I, Part II
- c) Punjab CSR Vol.-II
- d) Punjab CSR Vol.-III
- e) Punjab Financial Rules Vol.-I

Besides, the instructions issued by the competent authorities from time to time have to be strictly adhered to by the employees in the discharge of their duties.

The instructions issued from time to time are available with the officers concerned of the University pertaining to their sphere of duty.

RIGHT TO INFORMATION ACT
2005

M A N U A L
(SERIAL No. 6 OF THE RTI ACT 2005)

Regarding

A statement of the categories of documents that are held by it or under
its control

PUNJAB AGRICULTURAL UNIVERSITY
LUDHIANA

Manual under 'Right to Information Act-2005' – Information regarding record being maintained in the Central Offices of the University

I. REGISTRAR'S OFFICE

Establishment Branch

1.	Personal files of Deans/Directors/Officers/Head of Departments/ and ministerial staff.
2.	Duplicate AP & AR files of Professors, Associate Professors, Assistant Professors and equivalent.
3.	Recruitment files and roster register.
4.	Files regarding departmental examinations in Accounts for teachers and ministerial staff.
5.	Seniority lists of various categories of employees.
6.	Confidential Report files of Superintendents/AOs/AOs and equivalent staff.

Academic Branch

1.	Application forms of students.
2.	Programme of work of post-graduate students.
3.	Registration cards of all students.
4.	Semester reports of all students.
5.	Correspondence files regarding appointment of external examiner, sending of thesis and holding the <i>viva voce</i> examination of PG students.
6.	Result notification, PDC, Transcript of academic record and degrees/ certificates.

Miscellaneous. Branch

1.	Agenda items and proceedings of the Board of Management.
2.	Agenda items and proceedings of the Academic Council.
3.	Correspondence files regarding University Convocation.
4.	Gold medals, medals, certificates, plaques and citations.
5.	Memorandum of Understanding with foreign universities/various institutions.

6.	Institution of various scholarship/fellowships.
7.	Conferment of honorary degrees.
8.	Annual report of the University.

II. COMPTROLLER'S OFFICE

Fund Branch

1.	CPF/GPF/Pension deduction vouchers duly pre-audited.
2.	CPF/GPF/Pension Ledgers.
3.	Investment registers and FDRs and other instruments relating to investment.
4.	CPF/GPF nominations of employees.
5.	University-level cash book and record relating to receipt and payment thereof.
6.	Record relating to Group Insurance scheme-1984.
7.	Record relating to EPF/EPS accounts of employees of Ladhawal farm.
8.	Issuance of pension payment orders to the retired employees and accounts, thereof.

Accounts Branch

1.	Original record relating to pre-audited vouchers relating to all the schemes being operated in the university.
2.	Record relating to bank accounts of State Bank of India and Bank of Baroda, PAU Campus, including bank ledgers.
3.	Counter foils of cheques issued against the pre-audited vouchers.
4.	Audited vouchers of income realized under all the schemes being operated in the university and maintenance of ledgers, thereof.
5.	Original contingent vouchers and register relating to University Administration, NP-1 and other Miscellaneous schemes under the control of Comptroller.
6.	Maintenance of master copy of temporary advance registers, year-wise/department wise.
7.	Amendments pertaining to PAU Account Code and instructions issued from time-to-time.

Pay Branch

1.	Original record like ECR, service books, personal files, CPF Pass books, CPF/GPF advance registers, confidential report files of the staff working under University administration NP-1 and other schemes in operation in the Comptroller's office.
2.	TA and honorarium to the outside experts.

Inspection Branch

1.	Original record regarding audit objections/audit para etc. issued by the A.G. Party/Deputy Controller (LA), PAU Ludhiana/Internal Audit.
----	--

Budget Branch

1.	Budget estimates.
2.	Grant-in-aid received from State Agriculture – Non-plan, Plan, ICAR, Miscellaneous., UGC, revolving fund schemes and PL-480, Kandi project.
3.	Receipts and expenditures of funds

Store Purchase Organization

1.	Rules and instructions regarding purchase procedure.
----	--

III. DIRECTOR OF RESEARCH

1.	Recruitment files (Group B to D of technical staff) of research schemes
2.	Personal files (ministerial and technical staff) working in research scheme.
3.	Record of personal files of the teachers.
4.	Service books (original/duplicate), CPF, GPF pass books of teaching and non-teaching staff of the Directorate.
5.	ECR's w.ef. 1984-85 onwards (pertaining to Directorate).
6.	Budget registers, fixed medical allowance registers, recovery registers, GIS Registers etc.
7.	Record of retiree (Pension case/files).
8.	Purchase cases, audit requisitions, inspection notes, audit objections, A.G. party objections, memo objections, audition cases etc. Theft cases and miscellaneous cases/ miscellaneous information etc.
9.	SNE of non-plan schemes
10.	Record pertaining to ICAR research schemes.
11.	Record relating to budget matters of ICAR research projects.
12.	Record relating to RAC items and agenda.
13.	Records relating to miscellaneous. UGC, CSS, testing PL-480, NAIP and Foreign aided projects.
14.	Record relating to memorandum of understanding, consultancy and patent cases.

15.	Annual progress and assessment reports of teachers and duplicate confidential report files of non-teaching staff.
-----	---

IV. DIRECTOR OF EXTENSION EDUCATION

1.	Maintaining of record of establishment of teaching and non-teaching staff on extension side working in various schemes.
2.	Maintaining the account of the kisan melas/cash book relates to the revolving fund scheme and day-to-day payments.

V. DIRECTOR STUDENTS' WELFARE

1.	Meeting of PAU Sports and Youth Activities Council.
2.	Award of Sports scholarships.
3.	Annual Athletic meets of PAU.
4.	Record of Mess Accounts.
5.	Record of Hostel securities.
6.	Record of allotment of the students.
7.	Maintenance of accounts of amalgamated fund, hostel fund and Red Cross fund.

VI. DEAN, POST-GRADUATE STUDIES

1.	Resident Instruction Committee meetings.
2.	PG Committee meetings.
3.	Deans' Committee meetings.

VII. DEAN, COLLEGE OF HOME SCIENCE

VIII. DEAN, COLLEGE OF BASIC SCIENCES AND HUMANITIES

IX. DEAN, COLLEGE OF AGRICULTURAL ENGINEERING

X. DEAN, COLLEGE OF AGRICULTURE

1.	Service books, personal files, CPF and GPF pass books, salary record of all the teaching and non-teaching staff.
2.	Confidential reports of non-teaching staff and AP & AR of teaching staff.
3.	Personal files and records of the students.

XI. ESTATE OFFICER-CUM-CHIEF ENGINEER

1.	Record relating to construction/repair/renovation of buildings
----	--

2.	Record relating to allotment of residential quarters, reservation of guest houses etc.
3.	Land record of the University

XII. LIBRARY

1.	Service books, personal files, CPF and GPF pass books, salary record of the teaching and non-teaching staff, cash book.
2.	Confidential reports of non-teaching staff and AP & AR of teaching staff.
3.	Accession Register, withdrawal register, Periodical check record (Kardex), Overdues & fines Register, library membership register.

RIGHT TO INFORMATION ACT
2005

M A N U A L

(SERIAL No. 7 OF THE RTI ACT 2005)

Regarding

The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementations; thereof.

PUNJAB AGRICULTURAL UNIVERSITY
LUDHIANA

The Board of Management of the Punjab Agricultural University consists of 13 members out of which 6 are nominated by the Punjab Government from different spheres of public viz., 2 eminent agricultural scientists, 2 progressive farmers or livestock breeders, one distinguished industrialist/businessman/manufacturer associated with agriculture development and one outstanding female social worker preferably with background of rural advancement. Thus, the major part of the public associated with the Indian agriculture and rural development stand represented by eminent persons in the highest governing body of the PAU. In addition, the University has formed the following committees/clubs in which eminent persons are taken from all the districts of the State of Punjab. The meetings of these committees/clubs are held at periodic intervals, where grievances/suggestions of the members are listened to and decisions/action taken to redress the grievances or implement the suggestions, where deemed necessary:

1. PAU Farmers' Committee
2. PAU Fruit and Vegetable Growers' Committee
3. Punjab Kisan Club
4. Progressive Bee-keepers' Association

PAU holds Kisan Melas at the main campus at Ludhiana and also at its research stations at Bathinda, Gurdaspur, Rauni (Patiala) and Ballawal Saunkhri (Nawan Shehar) twice a year in the months of March and September. Thousands of farmers and other residents of the State participate in the Kisan Melas. Farmers are enlightened about the latest developments in the field of agriculture and latest know-how of new technologies. The very important question-answer session is also held, where eminent agriculture scientists answer questions of the farmers.

Thus, PAU has a well organized system of interaction with the public.

RIGHT TO INFORMATION ACT
2005

M A N U A L
(SERIAL No. 8 OF THE RTI ACT 2005)

Regarding

A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and, as to whether meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public

PUNJAB AGRICULTURAL UNIVERSITY
LUDHIANA

The University has the following boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice:

Board of Management (as incorporated in section 13 of the Haryana and Punjab Agricultural Universities Act 1970)

It is the highest governing body of the PAU. It consists of 13 members, headed by the Vice-Chancellor of the PAU. Five official members of the Punjab government and six non-officials nominated by the Punjab Government are on it. Thirteenth member is the nominee of the ICAR. Its meetings are held from time-to-time but once in every two months positively.

Academic Council (as incorporated in section 23(3) of the Haryana and Punjab Agricultural Universities Act 1970)

It consists of the Vice-Chancellor, all Deans, Director of Research, Director of Extension Education and one head of department from each College. Its meetings are also held from time-to-time and atleast six meetings are held every year.

Boards of Studies (as incorporated in section 24 of the Haryana and Punjab Agricultural Universities Act 1970)

The Dean of the college is the Chairman of Board of Studies and all heads of departments are its members.

Financial Committee (as incorporated in section 34(2) of the Haryana and Punjab Agricultural Universities Act 1970)

It consists of four members viz. Vice-Chancellor, Comptroller and two members of the Board of Management.

Committee on Students' Welfare (as incorporated in Clause IV of Chapter II of the Haryana and Punjab Agricultural Universities Act 1970)

It consists of Director of Students' Welfare as its Chairman and all Deans, Estate Officer-cum-Chief Engineer and one representative of the teachers.

Research Advisory Committee (as incorporated in Clause 4, sub-clause (4)(ii) of Chapter II of the Haryana and Punjab Agricultural Universities Act 1970)

It consists of Vice-Chancellor as Chairman , Director of Research as member secretary and Deans of the Colleges and Director of Extension Education as its members.

Extension Education Advisory Committee (as incorporated in Clause 4, sub-clause (4)(iii) of Chapter II of the Haryana and Punjab Agricultural Universities Act 1970)

It consists of Vice-Chancellor as Chairman, Director of Extension Education as member secretary and Deans of the Colleges and Director of Research as other members.

Research Evaluation Committee

It consists of Director of Research as Chairman, one head of the department as Member Secretary and some heads of departments from different departments if PAU as members.

The meetings of these boards, councils and committees are not open to the public and are restricted to members/invitees only.

In addition to above, these are following Advisory Committee.

- 1 PAU Farmers' Committee
- 2 PAU Fruit and Vegetable Growers' Committee
- 3 Punjab Kisan Club
- 4 Progressive Bee-keepers' Association

RIGHT TO INFORMATION ACT

2005

M A N U A L

(SERIAL No. 9 OF THE RTI ACT 2005)

Regarding

A directory of its officers and employees

PUNJAB AGRICULTURAL UNIVERSITY

LUDHIANA

EPABX AND DIRECT NOS.

PAU EXCHANGE 2401960 to 2401979

(JUNCTION LINES (20), FAX NO.0161-2400945

Note: For telephone assistance dial no. 9.

To contact extn. nos.

from 200-399 to 400-599

or vice-versa prefix no. 8 followed by extn. no.

TO ERR IS HUMAN:

The entries in this directory are exclusively based on information gathered from different departments and offices. Although due care has been exercised to compile the information, an inadvertent error might have crept in. Please bring the error, if any, to our notice so that the same may be corrected in subsequent issues of the directory.



TO ERR IS HUMAN : The entries in this directory are exclusively based on information gathered from different offices. Although due care has been exercised to compile the information, an inadvertent error might have crept in. Please bring the error, if any, to our notice so that the same may be corrected in subsequent issues of the directory.

	Office	Resi./Mob.
CHANCELLOR		
Shivraj V. Patil	0172-2740740	0172-2740608
VICE CHANCELLOR'S OFFICE		
Baldev Singh Dhillon Vice Chancellor	206 2401794	312 2401795
Shyam Murti Secretary	205 2401542	94177-86867 82880-10405
Dr M.S. Sidhu Technical Advisor	210	81467-42425
Hoshiar Singh Private Secretary	206 2401794	94178-56221
Ravinder Mohan Sr. Scale Stenographer	206 2401794	94633-94765
Camp Office, Sector 70 Opp. British School Adjoining Rotary Bhawan Sahibjada Ajit Singh Nagar	0172-2216162	
.....		
.....		
.....		
1		

	Office	Resi./Mob.
MEMBERS OF THE BOARD OF MANAGEMENT		
Sh. Sarvesh Kaushal, IAS	0172-2740156 0172-2740860	0172-2543245
Sh. Suresh Kumar, IAS	0172-2741524	-
Sh. Vinny Mahajan	0172-2740908	-
Dr. Mangal Singh Sandhu	0172-2601567	-
Dr. R. K. Gupta	0161-2308669	-
Dr. G. S. Nanda	-	0172-2270898 98140-02898
Dr. J. S. Kolar	-	92160-00342
Sh. Kulwant Singh Ahluwalia	-	98147-48648 01882-237419
Sh. Hardev Singh Riar	-	98728-52562 98788-00700
Sh. Jang Bahadur Singh Sangha	-	0181-2799722 98144-99099
Mrs. Karamjeet Kaur Danewalia	-	94172-24240 80548-82000 1634-222909
Special Invitees		
Dr. Lajwinder Singh Brar	0172-2707806	0172-2697019
Sh. V. K. Taneja	0161-2553320	99151-94347
Dr. K. S Sangha	0161-2401960-79 Ext.380	81462-50055
.....		
.....		
.....		
2		

	Office	Resi./Mob.
REGISTRAR OFFICE		
Pardeep Kumar Khanna Registrar	213 2400955	0161-2453867
Kuldip Singh P.A.	213 Fax. 2400955	99883-95068
Deputy Registrar	377	
Supdt. Establishment Branch	202	
Supdt. Academic	286	-
Supdt. (Misc.)		204
COMPTROLLER'S OFFICE		
Dr.Sandeep Kapoor (Addl. Charge) Comptroller	211 (O)	98141-061710
Yogesh Chopra Additional Comptroller	211(O)	78140-70007
Tripta Rani P.A.	211(O) 2401855 (Direct)	93164-32412
Sudesh Kumar Sharma A.A.O (I.A. & Inspection)	237	
Harbans Singh Supdt.	237	81464-22224
Krishan Kumar (KK) AAO (Accounts)	339	98726-35117
A.A.O (Budget)	338	
.....		
.....		
.....		
3		

	Office	Resi./Mob.
Accounts Officer (Funds)	342	
Mrs. Palwinder Kaur A.A.O (Pay)	374	
S. Jarnail Singh A.A.O (SPO)	207	
Sat Pal SPA (T)	277	
S. Tara Singh Sandhu D.C.L.A.	212	
Internal Audit	232	
ESTATE ORGANISATION		
Dr. J.S.Mahal Estate Officer	217 2401088	95015-00367
Rupinder Kaur P.A.	217	94641-45805
Assistant Estate Officer	414	
Security Officer	340	98551-19676
Sarvesh Kumar S.D.E. Maintenance	304	82838-27985
Rajinder Kumar X.E.N. (Civil)	372	94786-58736
Slam Din X.E.N. (Electrical)	279	94644-25786
.....		
.....		
.....		
4		

	Office	Resi./Mob.
Avtar Singh SDO Public Health	451	99888-64106
Raj Kumar Supdt.	275	94178-16500

DIRECTORATE OF RESEARCH

Dr. Balwinder Singh, DR	2401221-Extn.216	98147-46304
Mrs. Gurinder Kaur, PA	216	98888-65005
Sh Dharampal Verma	216	81464-55899
Dr. J.S.Dhiman, ADR (NRM)	2407309-Extn.263	98156-59837
Sh. Ashok Kumar, ADR (FSNE)	325	98728-76077
Smt. Gulshan Rani, PA	325	
Dr. R.K.Gumber	2400376-Extn.210	94175-29749
A.A.O.	234	

DIRECTORS OF REGIONAL STATIONS

Dr. R.S. Singh Gurdaspur	01874-220703	94173-41207
Dr. S.C. Sharma Ballawal Saunkhri	01855-241601	94172-41604
Dr. Paramjit Singh, RRS Bathinda	0164-2212159	94636-28801

5

	Office	Resi./Mob.
Dr. Pankaj Rathore RRS, Faridkot	01639-251244	94640-51995
Dr. Bipan Kumar Sharma RRS, Kapurthala	01822-265094	94173-13584
Dr. P.K. Arora RRRS, Abohar	01634-225326	94176-92800

SUB STATIONS

Dr. Rajbir Bhura FRSS, Bahadurgarh (Patiala)	0175-2381473	92574-14777
Ms Sumanjit Kaur FRSS, Gangia	01883-285075	88724-28885
S. Tanjeet Singh Chahal FRSS, Jallowal & Lesriwal		98141-37547

UNIVERSITY SEED FARMS

Dr. K.B.Singh USF, Naraingarh	01765-230126	98729-13253
Dr. G.S. Butter USF, Ladhawal	0161-2801566	94176-48885
Dr. Jaswinder Singh USF, Nabha	01765-290086	94173-60460

6

	Office	Resi./Mob.
DIRECTORATE OF EXTENSION EDUCATION		
R.S.Sidhu Director	214 2401644	94170-47606
Swatantar Kaur P.A.	214	
P.S.Aulakh Addl. Director	418 2400429	82880-10411 81460-00227
D.S.Bhatti Associate Director	369 2401074	94634-11157
A.A.O.	415	

FARMERS' HELPLINE

S.P.S.Brar Sr. Extension Specialist	435	94636-41071
Thakar Singh Sr.Extension Specialist (Agronomy)	401	98145-44422
S.S.Thakur Sr. Extension Specialist (FPM)	446	98153-96761 2402896
Tarsem S. Dhillon Sr. Vegetable Breeder	452	94640-37325
Jaswinder Singh Brar Associate Prof. (Fruit Science)	303	99158-33793

7

	Office	Resi./Mob.
Raj Kumar Sr. Farm Economist	461	81460-96600
J.S. Kular Prof. of Entomology	504	98143-89506
Chander Mohan Sr. Ext. Specialist (Plant Pathology)	505	98144-03956
Meharban Singh Sr.Ext.Specialist (Soil Science)	506	94651-67696
S.K.Thind Incharge Plant Clinic	417	94630-48181

DISTRICT EXTENSION UNITS

District	Incharge KVK	Office/Mobile
Usman (Amritsar)	B.S.Dhillon	0183-2505672 98555-56672
Bathinda	Jagdish Grover	0164-2215619 98553-21902
Faridkot	Amritpal Singh Brar	01639-253142 81462-81811
Ferozepur	Gurjant S.Aulakh	01632-246517 95018-00488
Fatehgarh Sahib	G.P.S.Sodhi	01763-221217 94176-26843
Gurdaspur	P.K.Ghuman	01874-220743 98766-10461

8

	Office	Resi./Mob.
Bahawal(Hoshiarpur)	Inderjit Singh Hundal	01884-243647 94177-49607
Kapurthala	Manoj Kumar Sharma	01822-233056 98727-45890
Budhsinghwala(Moga)	Navdeep Singh Gill	01636-210495 81461-00796
Langroya (Nawan Shahr)	Jugraj Singh	01823-250652 98155-47607
Rauni (Patiala)	Jaswinder Singh	0175-2225473 94173-60460
Ropar	Harinder Singh	01881-220460 97800-90300
Kheri (Sangrur)	Mandeep Singh	01672-245320 99881-11757
	H.S. Gill	01672-234298 95010-13902
Samrala	B.S. Kang	01628-261597 98551-45114
Goniana (Mukatsar)	N.S.Dhaliwal	01633-210046 98556-20914
Jalandhar	Kuldeep Singh	01826-292053 98889-00329
Chandigarh		
Mansa	Bharat Singh	0164-2215619 88727-84111

9

	Office	Resi./Mob.
Fazilka	-	-
Barnala	-	-
Pathankot	-	-
Amit Kaul		81464-00233
Taran Tarn	-	-
Savreet Khaina		88723-83400
S.A.S Nagar (Mohali)	-	-
Gurdaspur	P.K.Ghuman	01874-220743 98766-10461
<u>District</u>	<u>Incharge FASS</u>	<u>Office/Mobile</u>
Usman (Amritsar)	Paramjit Singh	0183-2501989 98146-93189
Bathinda	Jitender Singh Brar	0164-2212684 94177-32932
Faridkot	Pardeep Goyal	01639-250143 95010-12586
Ferozepur	Sangeet	01632-242136 98724-35078
Gurdaspur	Sumesh Chopra	01874-220828 98148-30820
Bahawal (Hoshiarpur)	Gurpartap Singh	01882-222392 95014-34300
Kapurthala	Jasvir Singh	01822-232543 98150-81578

10

	Office	Resi./Mob.
Budhsinghwala (Moga)	-	-
Langroya (Nawan Shahr)	-	-
Rauni	Gurpreet Kaur	0175-2200646 98728-73417
Ropar	R.S.Mand	01881-222257 99151-27460
Kheri (Sangrur)	H.S. Gill	01672-234298 95010-13902
Samrala	-	-
Goniana (Mukatsar)	-	-
Jalandhar	Bindu Marwaha	0181-2225768 98142-45666
Chandigarh	Navtej Singh	0172-2775348 98722-18677
Mansa	-	-
Fazilka	J.K.Arora	01638-225326 81959-50560
Barnala	Surjit Singh	81463-78885
Pathankot	Amit Kaul	81464-00233
Taran Tarn	Savreet Khaina	88723-83400
SAS Nagar (Mohali)	Manmohanjit Singh	98880-14851

11

	Office	Resi./Mob.
POSTGRADUATE STUDIES		
Gursharan Singh Dean, Postgraduate Studies	316	94635-03992 2400008
Raj Kumar Verma Personal Assistant	316	98883-35236
Adjunct Faculty	358	
Admn.cum.Accounts Officer	336	
COLLEGE OF AGRICULTURE		
Dr H.S. Dhaliwal Dean	365 2403006	2424145 95011-07405
Krishna Devi Sharma P.A.	365	98723-53537
A.A.O.	285	-
Ved Parkash Supdt.	285	84278-00527

12

	Office	Resi./Mob.	
HEADS OF DEPARTMENTS			
Agronomy	Dr G. S. Buttar	308	94176-48885
School of CC & Agromet	Dr L.K. Dhaliwal	242	94636-64096
Extn. Education	Dr R.K. Kalra	321	98140-67709
Entomology	Dr Balwinder Singh	321	98147-46304
E.M.N.LAB	Dr S.S.Kukal	288	98727-77626
Forestry & NR	Dr R.I.S. Gill	380	81466-00670
Food Science	Dr (Mrs) Amarjit Kaur	228/305	98884-66677
Fruit Science	Dr M.I.S. Gill	303	94648-78221
Floriculture & LS	Dr Premjit Singh	440	94170-51907
Plant Breeding	Dr K.S.Thind	224	98729-19729
Plant Pathology	Dr P.P. Singh	319	98884-86787
Soil Science	Dr H.S.Thind	317	98153-64947
Director, School of	Dr Kuldip Singh	270	94635-04004
Agri. Biotech.			
Vegetable Science	Dr M.S. Dhaliwal	370	98156-64102
.....			
.....			
.....			
13			

	Office	Resi./Mob.	
Miscellaneous			
Dr Som Pal	428		81467-00669
Agromet. Farm			
Dr Amandeep Singh Brar	395		98142-19099
Agronomy Farm Manager			
Dr (Mrs) S.K. Banga	433		98885-53972
Oilseeds Section			
Dr (Mrs) Jagmeet Kaur	413		98880-34979
Pulses Section			
Dr N.S. Bains	250		98722-07669
Wheat Section			
Dr U.S. Tiwana	443		98147-02076
Forage Section			
Dr J.S. Chawla	437		98726-60990
Maize Section			
Dr G.S. Mangat	423		98145-16464
Rice Section			
Dr J.S. Brar	243		99155-94293
Seed Technology			
Dr S.P.S. Brar	435		94636-41071
Sr. Ext. Specialist (Breeding)			
.....			
.....			
.....			
14			

	Office	Resi./Mob.	
COLLEGE OF BASIC SCIENCES AND HUMANITIES			
Dr. Rajinder Singh Sidhu	323		2560874
Dean	2403533		94170-47606
Sukhdev Ram Sharma	323		2309474
PA			90239-64949
Netar Singh	485		95010-29766
A.A.O			
HEADS OF DEPARTMENTS			
Dr.(Mrs.) Babita Asthir	322		92162-92388
Biochemistry			
Dr. (Mrs.) Satinder Kaur Uppal	332		94174-64152
Chemistry			
Dr. (Mrs.) Parampal Sahota	330		94177-79768
Microbiology			
Dr. (Mrs.) S.K.Thind	381		2451862
Botany			89687-86700
Dr. (Mrs.) G.K. Sangha	382		98760-44238
Zoology			
Dr.Sandeep Kapur	233		98141-06170
Director, School of Business Studies			
Dr.Sukhpal Singh	301		98760-63523
Economics & Sociology			
.....			
.....			
.....			
15			

	Office	Resi./Mob.	
Dr.(Mrs.) Jagdish Kaur	363		92564-46863
Agri. JI&C			
Dr.Paramjit Singh	331		98880-20728
Math.Stat & Physics			
Miscellaneous			
Dr.Raj Kumar	461		81460-96600
Professor of Economics			
Mushroom Farm	430		
COLLEGE OF HOME SCIENCE			
Dr. Jasvinder Kaur Sangha	209		98728-88114
Dean	2403179		
Avtar Singh	209		94630-00093
P.A.			
Krishan Lal Kalra	351		94632-12250
A.A.O.			
HEADS OF DEPARTMENTS			
Dr. Jatinder Gulati	357		98551-11301
Human Development			
Dr. Balwinder Sadana	328		81465-88709
Food and Nutrition			
.....			
.....			
.....			
16			

	Office	Resl./Mob.
Dr. Sandeep Bains	337	98144-47549
Apparel & Textile Science		
Dr. Muninder Sidhu	264	99156-34497
Family Resource Management		
Dr. Sukhjeet Kaur	329	81468-00660
Home Sci. Extn. & Comm. Mgt.		

COLLEGE OF AGRICULTURAL ENGINEERING & TECHNOLOGY

J.S. Mahal	221	2773819
Dean	2402456	95015-00367
Kanwaljit Kaur	221	81462-88834
P.A.	2807057	
Admn.-cum-Accounts Officer	255	-

HEADS OF DEPARTMENTS

Gursahib Singh	257	98159-59515
Farm Mach. & Power Engg.		
Dr A.K. Singh	384	99880-53844
Processing & Food Engineering	2412355	
J.S. Mahal	235	95015-00367
Director, SEEIT (Addl.Charge)	2404604	

17

	Office	Resl./Mob.
A K Jain	284	98150-24022
Soil & Water Engineering	2410483	
V.P. Sethi	222	98145-26629
Mechanical Engineering	2400439	
Jaspal Singh	278	94633-13427
Director School of Energy Studies	2405655	
for Agriulture		
N.K.Khullar	259	94179-32952
Civil Engineering		
(Addl. Charge)		

MISCELLANEOUS

S K Gupta	480	96460-20159
Training Unit Engg.		
Vishal Bector	315	98761-62476
Placement Officer (Engg.)		
Rohinish Khurana	498	94173-18076
Chairman Teaching Committee		
V S Hans	300	97790-19304
Workshop Supdt.		
Dr. Pathak Laboratory	474	-
(School of Energy)		

18

	Office	Resl./Mob.
UNIVERSITY LIBRARY		
Dr. Jarnail Singh	318	9872220233
Librarian	2407197	
Mrs. Nirmala Rani	318	9417472650
Personal Assiatant		
Library Counter & A.A.O.	476	

DIRECTORATE OF STUDENTS' WELFARE

Ravinder Kaur Dhaliwal	203	9501107406
Director Students' Welfare	2403693	
Parveen Kumari	203	9417960410
P.A.		
Ramandeep Singh	457	9814019470
Deputy Director Sports		
Kanwaljit Kaur		9855189096
Deputy Director Physical Education		
Jaswinder Bhalla	245	9814036673
Coordinator Cultural Activities		
Satvir Singh		9888883172
Welfare Officer Students' Home		
Jaswinder Kaur Sangha	356	9872888114
Incharge, University Counselling	2405115	
& Placement Guidance Cell		

19

	Office	Resl./Mob.
Daman Jeet Kaur	447	9417087367
Programme Coordinator, NSS		
PAU Indoor Gymnasium	343	-

HOSTELS/WARDENS

BOYS' HOSTELS

Udham Singh Tiwana	443	9814702076
Chief Warden (Boys' Hostels)		
Hostel No. 1	Dr T.S. Riar	258
Hostel No. 2	Dr D.K. Sharma	256
Hostel No. 4	Dr M.S. Alam	353
Hostel No. 7	Dr H.S. Jassal	360

GIRLS' HOSTELS

Hostel No. 6	Dr (Mrs) Achla Sharma	314
Hostel No. 10	Dr (Mrs) Ruchika Bhardwaj	470
Hostel No. 11	Dr (Mrs) Tejdeep Kaur	252
Hostel No. 12	Dr (Mrs) Tejdeep Kaur	252

CENTRE FOR COMMUNICATION & INTERNATIONAL LINKAGES

Dr. Chander Mohan	373	9814403956
Additional Director Communication	2405731	

20

	Office	Resi./Mob.
Sohan Singh P.A.	373	84277-53484
Dr. A.P. Singh Chief Editor	248	98728-81778
Dr. Anil Sharma Assistant Director (TV)	248	98147-53630
Dr. Anil Sharma Business Manager	475	98147-53630
Mrs. Reeta Garg Superintendent	215	81460-55886
PAU Printing Press	223	

CONTROLLER EXAMINATION

N.K. Khullar Controller Examination	481 2401105	94179-32952
Balwant Singh P.A.	481	98726-90055

PUBLIC INFORMATION OFFICE

Pardeep Kumar Khanna Appellate Authority	213 2400955	99883-95068 2453867
Vinod Malhotra Public Information Officer	204	98766-03644

.....		
.....		
.....		
.....	21	

	Office	Resi./Mob.
Manjeet Singh APIO	442	98728-18858
GUEST HOUSE		
Dr. V.K.Bhambota Warden Guest Houses	306	98146-80558
Parker House		
Sutton House	350 2400817	-
Sukhdev Singh Bhawan	427	-
Kairon Kisan Ghar	368	

PAU HEALTH CENTRE

D.S.Pooni CMO	311	473
Jaspreet Kaur	424	
Kamal Preet Kaur MO	439 2553688	
Era Bali Dental Officer	412	2449189
Duty Staff Nurse	302 2401066	-

.....		
.....		
.....		
.....	22	

	Office	Resi./Mob.
PUNJAB STATE FARMERS' COMMISSION		
G.S. Kalkat Chairman	0172-2270092 6570555	2746076 99157-90788

POST HARVEST INSTITUTE

Dr. W.S.Dhillon Director	478 24055257	98880-70460
-----------------------------	-----------------	-------------

PAMETI

Dr. H. S. Dhaliwal Director	422 2770059 2770063	98146-13221
--------------------------------	------------------------	-------------

CIPHET

Dr. R.K.Gupta Director	2308669-2313121	
---------------------------	-----------------	--

.....		
.....		
.....		
.....	23	

	Office	Resi./Mob.
MISCELLANEOUS		
Gate No.2	335	
Gate No. 3	409	
Gate No.4	483	
Teachers Association	371	
Workers Union	333	
Fourth Class Union	482	
Bank of Baroda	2406795/471	
State Bank of India	2402160/238	
Govt. Sr. Model School	375	
Post Office	2402239	
Telephone Complaint	220	
Switch Room	398	
Punjab Remote Sensing Centre	3018484	2400668
Indian Grain Storage Institute	2400011	-
B.D.& P.O. Office	2449428	-
Pb. University Extension Library	2449558	-

.....		
.....		
.....		
.....	24	

NOTES

[illegible]

NOTES

[illegible]

NOTES

[illegible]

NOTES

[illegible]

RIGHT TO INFORMATION ACT
2005

M A N U A L

(SERIAL No. 10 OF THE RTI ACT 2005)

Regarding

The monthly remuneration review by each of its officers and
employees....

PUNJAB AGRICULTURAL UNIVERSITY
LUDHIANA

PAY SCALES OF POSTS-2014-15

Sr.No	Designation of post	Revised Pay scale w.e.f 1-1-2006	
	Administrative & other posts		
1.	Vice-Chancellor	Rs.75,000/- fixed + S.A. of Rs.5000/- P.M. (UGC)	
2.	Controller of Examinations	Rs.37400-67000 + AGP Rs.10,000/- + Rs.600/-S.A.	
3.	Deans/ Director of Research/ Director of Extension Education /Director Students' Welfare	Rs.37400-67000 + AGP Rs.10,000/- + Rs.1000/- S.A.	
4.	Additional Directors of Research (Agri.)/ Addl. Directors of Extension Education/ Training/ Communication Centre	Rs.37400-67000 + AGP Rs.10,000/- + Rs.800/-S.A.	
5.	Professors and equivalent	Rs.37400-67000 +AGP Rs.10,000/- Rs.37400-67000 +AGP Rs.12,000/-+Rs.500/-S.A.to those holding the charge of Head of the Department	
6.	Librarian	Rs.37400-67000+AGP Rs.10,000/-	
7.	Joint Director (Sports and Cultural Activities)	Rs.37400-67000+AGP Rs.10,000/-	
8.	Registrar/Estate Officer/ Chief Engineer Comptroller	Rs.37400-67000+AGP+Rs.10,000/- + Rs.1000/- S.A for Professor level teacher appointed as Registrar) Rs.37400-67000 + GP Rs.8800/- +Rs.600/- S.A Rs. 37400-67000 + GP Rs. 10000/- + Rs. 2000/- S.A	
9.	Additional Comptroller (as per decision of BOM 259 th meeting held on 28.2.2013)	Rs. 15600-39100+GP Rs. 8200/- + Rs. 600 SA	
10.	Associate Professor and equivalent	Rs. 15600-39100+AGP Rs.8000/- Rs. 37400-67000+AGP Rs.9,000/-with 3 yrs service	
11.	Deputy Directors (Publications) /Radio Programme/Television /Information/ Dy. Director of Research/Editor Research/ Dy. Librarian/Dy. Director Physical Education	Rs.15600-39100 + AGP Rs.6000/- Rs.15600-39100 + AGP Rs.7000/-	
12.	Asstt. Professors/Editors/Asstt. Director (Radio Programme/ Television/Information/ Communication)/Asstt. Director of Physical Education /Asstt. Librarian/Asstt. Landscape Officer	Rs.15600-39100 + AGP Rs.6000/- Rs.15600-39100 + AGP Rs.7000/- Rs.15600-39100 + AGP Rs.8000/- S.P of Rs.400/-p.m to D.E.S.(S.M.)	
13.	Coaches/Coordinator Cultural Activities (Personal for present incumbents)	Rs.10300-34800 + GP Rs. 3600/-(Non UGC)	
14.	Deputy Registrar/Accounts Officer	Rs.15600-39100 + GP Rs.7600/-+ Rs. 1200/- S.A	
15.	Press Manager	Rs.10300-34800 + Rs.5000/- GP(Direct) Rs.10300-34800 + Rs.5400/- GP (for promotes)	
16.	Executive Engineer	Rs.15600-39100 + GP Rs.7600/- Rs.37400-67000 + GP Rs.8600/- (after 14 years of regular service as SDE, AE & Executive Engineer) Rs.600/- S.A. P.M. to XEN (Design)/ Rs.400/- SA PM to Ast.XEN (D)	
17.	Medical Officer/Medical Officer (Dental) Sr. Medical Officer/Sr. Medical Officer (Dental) Chief Medical Officer/Chief Medical Officer (Dental)	Rs.15600-39100 + GP Rs.5400/-+NPA* Rs.15600-39100 + GP Rs.6600/- (after 4 years of regular service in the entry scale) + NPA* Rs.15600-39100 + GP Rs.7600/-(after 9 years of regular service in the entry scale)+ NPA* Rs.37400-67000 + GP Rs.8600/-(after 14 years of regular service in the entry scale) + NPA*	
18.	Computer Officer	Rs.15600-39100 +GP Rs.6600/-	
19.	Asstt. Registrar/Asstt. Accounts Officer/ Admn.-cum-Accounts Officer/ Asstt. Store Purchase Officer	Rs.10300-34800+GP Rs.5000/- +Rs.800/-S.A. (Direct) Rs.10300-34800 + GP Rs.5400/-+ Rs.1200/-S.A. (Promotee)	Rs.15600-39100 + GP Rs.5400/- +Rs.1200/- S.A. (Both for Direct & Promotee (w.e.f 1.12.2011)

20	Security Officer/ Public Relations Officer (Visitors)/Art Executive- cum-Exhibition Officer/ Business Manager/Officer on Spl. Duty /Asstt. Estate Officer/Welfare Officer/ Supdt. Girls' Hostel/Art Executive-cum-Photo Officer	Rs.10300-34800 + GP Rs.5000/-(Direct) Rs.10300-34800 + GP Rs.5400/-(Promotee)	
21.	Sub Divisional Officer/ Sub Divisional Engineer/ Asstt. Engineer	Rs.15600-39100 + GP Rs.5400/- Rs.15600-39100 + GP Rs.6600/-(after four years regular service in the entry scale) Rs.15600-39100 + GP Rs.7600/- (after nine years regular service in the entry scale) Rs.37400-67000 +GP Rs.8600/- (after 14 years regular service in the entry scale)	
22.	Workshop Superintendent	Rs.10300-34800 + GP Rs.5000/- + Rs. 1200/- S.A. for new entrant Rs. 800/- S.A.	
23.	Senior Glass Blower	Rs.10300-34800+GP Rs.5000/-	
24.	Superintendent	Rs.10300-34800 + GP Rs.5000/-+ Rs.1200/-SA	Rs.15600-39100 + GP Rs.5400/-+Rs.1200/- S.A. (w.e.f 1.12.2011)
25.	Private Secy. to VC/Personal Assistants (attached with the Officers of the University)	Rs.10300-34800 + GP Rs.5000/-+ Rs.1200/-S.A	Rs.15600-39100 + GP Rs.5400/-+Rs.1200/- S.A. (w.e.f 1.12.2011)
26.	Circle Head Draftsman/Sr. Draftsman/ Head Draftsman (Gr.I) /Deputy Curator	Rs.10300-34800 + GP Rs.4400/-	
27.	Photo Officer	Rs.10300-34800 + GP Rs.4200/-	
28.	Sr. Draftsman/Head Draftsman Gr. II/ Estimator / Divisional Accountant*	Rs.10300-34800 + GP Rs.4200/- Rs. 8000/- Fixed*	
29.	Personal Assistants (other than attached with the Officers of the University)	Rs.10300-34800 + GP Rs.4200/- + Rs.600/- S.A.Rs.240/- S.A. to the Personal Assistants who were in the unrevised scale of pay of Rs.800-1400 on 31.12.85	Rs.10300-34800 + GP Rs.4800/- + Rs. 600/- S.A. (w.e.f 1.12.2011)
30.	Junior Engineer	Rs.10300-34800 + GP Rs.3800/- The existing incumbents in the scale of Rs.7220-11320 are allowed the revised equivalent of Rs10300-34800+GP Rs.4800/- as a measure personal to them.	Rs.10300-34800 + GP Rs.4800/-(Entry Scale) Rs.15600-39100 + GP Rs.5400/- (after 10 Yrs) Rs.15600-39100 + GP Rs.6600/- (after 20 Yrs. with designation of Asst. Engineer) (w.e.f 1.12.2011)
31.	Senior Assistant	Rs.10300-34800 + GP Rs.3800/-+Rs.480/- S.A.	Rs.10300-34800 + GP Rs.4400/-+Rs.480/- S.A. . (w.e.f 1.12.2011)
32.	Inspector Estate/Inspector Security	Rs.10300-34800 + GP Rs.3800/-	
33.	Sr. Scale Stenographer	Rs.10300-34800 + GP Rs.3800/- +Rs.480/-S.A.	Rs.10300-34800 + GP Rs.4400/-+Rs.480/- S.A. (w.e.f 1.12.2011)
34.	Sub-Inspector (W & W)	Rs.10300-34800 + GP Rs.3800/-	
35.	Draftsman	Rs.10300-34800 + GP Rs.3800/-	Rs.10300-34800 + GP Rs.4200/-(w.e.f 1.12.2011)
36.	Coaches/Artist/Senior Artist	Rs.10300-34800 + GP Rs.3600/-	
37.	Sr. Library Assistant/Jr. Library Assistant/ Library Assistant	Rs.10300-34800 + GP Rs.3600/-	

38.	Divisional Accountant/Asstt. Supdt. Girls' Hostel /House Mother-cum-Asstt. Girls' Hostel/ Hostel Supdt.	Rs.10300-34800 + GP Rs.3600/-		
39.	Asstt. Editor (Punjabi)	Rs.10300-34800 + GP Rs.3600/-		
40.	Sr. Radiographer/Sr. Off-set operator	Rs.10300-34800+GP Rs.3600/- + Rs.480/-S.A.to Sr. Radiographer		
41.	Foreman (Press)	Rs.10300-34800 + GP Rs.3600/-		
42.	Foreman (Mechanical)	Rs.10300-34800 + GP Rs.3200/-		
43.	Bindry Foreman/Media Asstt./ DTP Operator Meteorological Observer	Rs.10300-34800 + GP Rs.3200/-		
44.	Nurse/Staff Nurse	Rs.5910-20200 + GP Rs.2800/- /Rs.10300-34800+GP Rs.3200/- Rs.10300-34800 + GP Rs.3600/-(for 50%)		
45.	Sanitary inspector (Re-designated as Supervisor)	Rs.5910-20200+GP Rs.2400/-+Rs. 1400/-		
46.	Pharmacist/Pharmacist-cum-Store Keeper	Rs.5910-20200 + GP Rs.3000/- Rs.10300-34800 + GP Rs.3600/-for those in position as on 1.1.96 in the revised scale of Rs.5480-8925 as personal measure to them	Rs.10300-34800 + GP Rs.4200/- (w.e.f 1.12.2011)	
47.	Nursery School Teacher	Rs.5910-20200 + GP Rs.2800/- (Rs.10300-34800+GP Rs.3600/- with Sr.Scale of Rs.10300-34800 + GP Rs.3800/-after 8 years service and Rs. 10300-34800 + GP Rs.4200/- after 18 years service for those who have done B.Ed. or B.Sc. or B.Sc.(H.Sc.) 4/5 yrs. Programme from Agril. Universities)		
47.A	Trained Graduate Teachers(Master/Mistress)	Rs. 10300-34800 + GP Rs.3600/-	Rs.10300-34800 + GP Rs.4600/- (w.e.f 1.10.2011)	Rs.10300-34800 + GP Rs.5000/- (w.e.f 1.12.2011)
48	ETT Teachers	Rs.510-20200 + GP Rs.3000/-	Rs.10300-34800 + GP Rs.4200/- (w.e.f.1.10.2011)	
49.	Foreman/Press Mechanic/Sr. Proof Reader/ Foreman (Misc.)/ Baking Technician	Rs.5910-20200 + GP Rs.2800/-		
50.	Recording Assistant	Rs.5910-20200 + GP Rs.2400/-		
51.	Youth Club Organizer (Re-designated as Steward)	Rs.5910-20200 + GP Rs.2400/-(Re-designated as Steward)		
52.	Surveyor	Rs.5910-20200 + GP Rs.2400/- Rs.10300-34800 + GP Rs.3800/- to the existing incumbents in the revised scale of Rs.5800-9200		
53.	Mason/Mono Operator/Technical Assistant	Rs.5910-20200 +GP Rs.2400/-		
54.	Electrician Gr.I & Gr.II/ Painter /Tubewell Driver/Asstt. Tubewell Driver/Floor Polishing Machine Operator	Rs.5910-20200 +GP Rs.2400/-		
55.	Junior Draftsman	Rs.5910-20200 + GP Rs.2400/- (Qualifications raised to matriculation with 2 yrs. ITI Certificate of Draftsman. A Jr. Draftsman shall be eligible for promotion as Draftsman in the scale of Rs.10300-34800 +GP Rs.3800/- after a minimum period of 12 years of service)	Rs.10300-34800 + GP Rs.3200/- (w.e.f 1.12.2011)	
56	Monocaster	Rs.5910-20200 + GP Rs.2400/-		
57.	Sr. Machineman/Compositor/ Paper Feed Man (Offset)/Jr. Proof Reader/Warehouse Man	Rs.5910-20200 + GP Rs.2400/-		
58.	Bus Driver/Jeep/Car/Van/Utility Truck Driver	Rs.5910-20200 + GP Rs.2000/- + Rs. 1400/-S.A	Rs.5910-20200 + GP Rs.2400/- + Rs. 1400/- S.A. (w.e.f 1.12.2011)	
59.	Book Binder/Jr. Machineman/ Tradleman Ground Supervisor	Rs.5910-20200 + GP Rs.2000/-		
60.	Telephone Operator/Attendant	Rs.5910-20200+GP Rs.1900/-	Rs. 5910-20200 +GP Rs. 2400/-(w.e.f 1.12.2011)	

61.	Ferro Printer/ Work Inspector/Plumber Gr.-A /Chargeman/Tele-Printer-cum-Satellite Station Operator/ Photo Composing Operator/Auto Fitter/ Gas Mechanic	Rs.5910-20200 + GP Rs.1900/-		
62.	Patwari	Rs.5910-20200 + GP Rs.1900/-+ Rs.200/- S.A.)		
63.	Sub Inspector (Security)/Security Guard/ Gunman	Rs.5910-20200 + GP Rs.1900/-		
64.	i) Clerk iii) Junior Assistant (50%)	Rs.5910-20200 + GP Rs. 1900/- + Rs. 240/- S.A. Rs.5910-20200 +GP Rs. 2800/- + Rs. 300/-S.A.	Rs. 5910-20200 +GP Rs. 2400/- + Rs. 240/- S.A. (w.e.f. 1.10.2011) Rs. 10300-34800 + GP Rs. 3200/- +Rs.300/- S.A (w.e.f. 1.10.2011)	Rs.10300-34800 + GP Rs.3200/- (w.e.f 1.12.2011) Rs.10300-34800 - GP Rs. 3600/- (w.e.f 1.12.2011)
65.	Typist	Rs.5910-20200 + GP Rs.1900/-		Rs.10300-34800 + GP Rs.3200/- (w.e.f 1.12.2011)
66.	Sub Divisional Clerk	Rs.5910-20200 + GP Rs.1900/- /Rs.5910-20200+ GP Rs.2400/- + Rs. 160/- S.A.		Rs.10300-34800 + GP Rs.3200/- (w.e.f 1.12.2011)
67.	Steno-typist	Rs.5910-20200 +GP Rs.2000/- + Rs.240/- S.A. Rs.5910-20200 +GP Rs.2400/- as personal measure for those in position as on 1.1.1996 + Rs. 240/- S.A.	Rs. 5910-20200 + GP Rs.2400/- + Rs. 240/-S.A. (w.e.f 1.10.2011)	Rs.10300-34800 + GP Rs.3200/- (w.e.f 1.12.2011)
68.	Multipurpose Worker (Female)	Rs.5910-20200 + GP Rs.2000/- /Rs.5910-20200 + GP Rs.2800/- for those in position as on 1.1.1996 in the unrevised scale of Rs.4400-7000 as measure personal to them	Rs.5910-20200 + GP Rs.2400/- (w.e.f 1.10.2011)	Rs.10300-34800 + GP Rs.3200/- (w.e.f 1.12.2011)
69.	Restorer Restorer-cum-Jamadar	Rs.5910-20200 + GP Rs.1900/- + Rs.160/- S.A.		Rs. 5910-20200 + GP Rs. 2400/- + Rs. 240/- S.A. (w.e.f 1.12.2011)
70.	Bill and Cash Messenger	Rs.5910-20200 + GP Rs.2400/- + Rs. 400/- S.A.		
71	Helper(Air-Conditioning)/Cook/Cook-cum-chowkidar/Cook-cum-Attendant /Cook-cum-Bearer/ Monocaster/Machine Assistant-cum-Impositor /Mechanic /Work Munshi /Store Attendant/Sports Attendant /White washer/ Plumber (Grade-B)/Gallery Proof/Junior Mechanic/Mistri/Pressman/Copy Holder/ Asstt. Monocaster /Library Attendant/ Flayer /Assistant Painter/ Distributor/ Care Taker/ Warehouseman/ Packer/Lady Demonstrator/ Floor Polishing Machine Operator/Pump Driver/Fitter-cum-Cleaner /Hammerman/Mate Mate/Operator/Asstt. Foreman/Road Inspector /Electrician /Air Conditioning Plant Attendant/ Carpenter/ mason/Receptionist/ /Clerk-cum-Receptionist	Rs.5910-20200 + GP Rs.1900/		

72.	Inker/Production Assistant	Rs.5910-20200+ GP Rs.1900/-	
73.	Bus Cleaner/Cleaner	Rs.4900-10680 + GP Rs.1650/-	
74.	Sports Attendant/Library Attendant(other than Matriculate or Middle Pass with three years experience)	Rs.4900-10680 + GP Rs.1650/-	
75.	Metal Melter-cum-Distributor	Rs.4900-10680 + GP Rs.1400/-	
76.	Khalasi	Rs.4900-10680 + GP Rs.1300/- (w.e.f 1.12.2011)	
77.	Messenger Boy/ Sweeper/ Chowkidar/ Scavenger/ Window Cleaner/Bearer/ Maid Servant-cum- Cook/Bishti/Water Carrier/ Waterman/Hostel Boy/ Attendant/ Helper for maintenance and mate for maintenance/Mate Attendant/ Store Attendant/ Harmonium Master and all other whole time employees in the unrevised scale	Rs.4900-10680 + GP Rs.1300/-	Rs.4900-10680 + GP Rs.1650/- (w.e.f 1.12.2011)
78.	Sewer man	Rs.4900-10680 + GP Rs.1300/-	Rs.4900-10680 + GP Rs.1650/- (w.e.f 1.12.2011)
79.	Beldar	Rs.4900-10680 + GP Rs.1300/-	Rs.4900-10680 + GP Rs.1650/- (w.e.f 1.12.2011)

80.	Farm Manager (University Cadre) created by Board of Management in its 252 nd meeting held on 3.2.2012 in the scale of Rs.10300-34800 + GP Rs.3800	Pay Scale modified to Rs. 9300-34800 + GP Rs. 4200 by Board of Management in its 254 th meeting held on 30.3.2012	
81.	Operator(Audio Visual) created against the post of Cine Mechanic in scheme No. Plan-2 (Old Plan-4)	Rs. 5910-20200 + GP Rs.1900	

Note: * NPA at the uniform rate as per Punjab Govt. pattern to Chief Medical Officer/Senior Medical Officers/ Medical Officers

PAY SCALES OF TECHNICAL POSTS
(Under Clubbing Categories)

ENGINEERING STAFF

Sr.No	Designation of post	Pay Scale w.e.f.1.1.1996	Revised pay scale w.e.f.1.1.06
1.	<u>TECHNICIAN (Engg.) G-IV</u> Helper to Electrician/Helper/Workshop Helper /Bandsaw Helper/Tractor Helper/ Foundry Attendant / Workshop Attendant/Cold Room Attendant/ Refrigerator-cum-Incinerator Attendant/Project Attendant/Blacksmith/Gas man/Gas Operator/ Hammer man/Store mate/Store Khalasi/ Helper to Plumber	i)Rs.3120-5160 ii) Rs.4020-6200 (This scale is to be given to 50% of total number of posts after minimum period of 5 years)	i) Rs.5910-20200+GP Rs.1900/- ii) Rs.5910-20200+GP Rs.2400/- (This scale is to be given to 50% of total number of posts after minimum period of 5 years)
2.	<u>TECHNICIAN (Engg.) G-III</u> Tubewell Driver/Asstt. Tubewell Driver/Tubewell Operator/Sawman/Bandsawman/Cine Machine Operator /Auto Electrician/ Fitter/Electrician/Cine-Mechanic/Painter/Mechanic-cum-Electrician/Mistri /Tractor Driver/ Tailor/Electrician-cum-Technician/ Film operator/Mechanic/Fitter-cum-cleaner/Turner /Pump Mechanic/Machine Attendant/Petrol Pump Attendant/Machine Mechanic/Gas Mechanic/ Refrigerator Mechanic/Blacksmith/Tinsmith/ Carpenter /Gas-cum-Electric Welder/Air Conditioning Operator/ Lift Operator/ Chageman Electrical /Lab. Asstt. Engg /Liquid Nitrogen Plant Operator/ Time Keeper/Head Carpenter/Store Keeper/ Technician (Engg.)	Rs. 5000-8100 (Rs.500/- S.A to Tractor Driver)	Rs.10300-34800+GP Rs. 3200/- (Rs.1000/- S.A to Tractor Driver)
3.	<u>TECHNICIAN (Engg.) G-II</u> Electrician Grade I/Foreman (Elect.)/Mechanic-cum-Driver/ Diesel Mechanic/Refrigeration-cum-Incinerator Mechanic/ Refrigeration Mechanic-cum-Operator/Tractor Mechanic/ Foreman (Gr.II)/Lab. Technician/Technician/Tractor Mechanic-cum-Operator/Implement Mechanic/ Plant Supervisor / Farm Mechanic/ Mechanic/ Head Mechanic/ Instrument Mechanic/Pump Mechanic/Auto Mechanic /Project Operator/ Junior/Senior Technical Assistant/ Mechanist./Store Purchase Assistant/ Technical Instrument Mechanic/Instructor Head Mechanic/Foreman(Gr.I)/Head Mistri/ Foreman (FST) /Foreman (Misc.)/Computer Operator	Rs.5800-9200	Rs.10300-34800 +GP Rs. 3800/-
4.	<u>TECHNICIAN (ENGG.) G-I</u> Maintenance Shop Supervisor/ Instrumentation Foreman/ Foreman Instrument/Workshop Supervisor Assistant Store Officer	Rs.7220-11320 Rs.7220-11660	Rs.10300-34800+GP Rs. 4800/- Rs.10300-34800+GP Rs. 5000/-

LABORATORY STAFF

5.	<u>TECHNICIAN (LAB.) G-IV</u> Lab. Attendant/Sr. Lab. Attendant/ Harbarium Keeper/Dark Room Attendant/ Meteorological Attendant/Butter man/Sliver Maker /Post mortem Attendant	i) Rs.3120-5160 ii) Rs.4020-6200 (This scale is to be given to 50% of the total number of posts after a minimum period of 5 years)	i)Rs.5910-20200+GP Rs. 1900/- ii) Rs.5910-20200+GP Rs.2400/- (This scale is to be given to 50% of the total number of posts after a minimum period of 5 years).
6.	<u>TECHNICIAN (LAB.) G-III</u> Lab. Assistant /Junior. Lab. Assistant/ Junior Lecture Table Assistant/Milk Recorder /Museum Assistant/ Museum Keeper/ Computer/ Photographic Assistant/ Insect collector/ Insect Collector /Dairy Manufacturing Assistant/ Stock Assistant (Gr.II)/ Reprographic Lab. Asstt./ Reprographic Assistant Setter /Stock Assistant Gr.I	Rs.5000-8100	Rs.10300-34800+GP Rs.3200/-
7.	<u>TECHNICIAN (LAB.) G-II</u> Milk Recording Supervisor/Chick Sexer/ Meteorological Observer/ Glass Blower/ Fruit Preservation Supervisor/Dark Room Assistant/Scientific Assistant/Junior Technical Assistant (Baking)/Jr. Scientific Assistant/ Sr. Lab. Asstt / Sr. Lecture Table Asstt./ Statistical Assistant/ Visitors Guide/ Museum Assistant/*Photographer- cum-Artist/ Artist-cum-Photographer /Audio Visual Aids Assistant/ Artist-cum-Cartographer/ Artist/ Sr. Artist/ Senior Photographer*	Rs. 5800-9200 *Rs. 7220-11320 (G-I) (approved by Board of Management but not implemented by Audit)	Rs.10300-34800+GP Rs. 3800/- *Rs.10300-34800 (G-I.)+ GP Rs. 4800/- (approved by Board of Management but not implemented by Audit)

FIELD STAFF

8.	<u>TECHNICIAN (FARM) G-IV</u> a) Farm Worker b) Head Mali/Animal Attendant/Cattle Attendant/Bird Attendant /Livestock Attendant/Animal Caretaker/ Fisherman	i) Rs.3120-5160 i) Rs.3120-5160/ ii) Rs.4020-6200 (This scale is to be given to 50% of the total no.of posts after a minimum period of 5 years)	i) Rs.5910-20200+GP Rs.1900/- i) Rs.5910-20200+GP Rs.1900/- ii) Rs.5910-20200+GP Rs.2400/- (This scale is to be given to 50% of the total number of posts after a minimum period of 5 years)
9.	<u>TECHNICIAN (FARM) G-III</u> Budder/Plant Observer/Fieldman Agril.Sub Inspector/Horticultural Sub Inspector/Horticultural Supervisor	Rs.5000-8100 Rs.5000-8100 Rs.6400-10640 (20% posts)	Rs.10300-34800+GP Rs. 3200/- Rs.10300-34800 +GP Rs.3200/- Rs.10300-34800+GP Rs. 4200/- (for 20% posts)
10.	<u>TECHNICIAN (FARM) G-II</u> Extension Demonstrator/ Demonstrator/ Investigator/ Technical Assistant (Field)	Rs.5800-9200 / Rs. 6400-10640 (20% posts and 20 year service)	Rs.10300-34800/+GP Rs. 3800/- /Rs.10300-34800+GP Rs. 4200/- (re-revised to Rs. 10300-34800 + GP Rs. 4800/- w.e.f 1.12.2011 , only for the post of Technical Assistants who were granted the pay scale of Rs. 6400-10640 w.e.f 2.5.2000

Note:- The above scales of pay do not apply to the posts in PAU Press, Hospital, Maintenance, Estate Organization, Senior Architect and Chief Engineer's Office, except the posts provided in these offices with joint seniority list (For promotion purpose) at University level.

RIGHT TO INFORMATION ACT

2005

M A N U A L

(SERIAL No. 11 OF THE RTI ACT 2005)

Regarding

The budget allocated to each of its agency, indicating the particulars of all plans proposed expenditures and reports on disbursements made

PUNJAB AGRICULTURAL UNIVERSITY
LUDHIANA

PUNJAB AGRICULTURAL UNIVERSITY BUDGET ESTIMATES 2021-22 (At a Glance)					
SUMMARY SHOWING ESTIMATED RECEIPTS AND EXPENDITURE OF THE PUNJAB AGRICULTURAL UNIVERSITY FOR 2021-22					
Amount in lakh					
Sr. No.	Schemes	Total Schemes	RECEIPTS	EXPENDITURE	% of (Total Budget)
1	State Schemes				
	Research and Education Schemes	131	43638.37	61651.51	80.11%
2	Indian Council of Agricultural Research (ICAR)				
a)	All India Coordinated Research Projects	43	5764.42	5764.42	7.49%
b)	Krishi Vigyan Kendras (KVKs)	18	3616.11	3616.11	4.70%
c)	Assistance for Development Programme	1	885.00	885.00	1.15%
d)	Adhoc Competetive & Teaching Projects	9	91.80	91.80	0.12%
	Sub-Total	71	10357.33	10357.33	13.46%
3	Centrally Sponsored Schemes	53	1364.51	1364.51	1.77%
4	Other Schemes				
a)	National Horticultural Mission	1	5.00	5.00	0.01%
b)	Miscllaneous Schemes (Mostly by Private Sector)	64	2442.53	2442.53	3.17%
c)	Miscllaneous (Foreign) Schemes	6	221.62	221.62	0.29%
	Sub-Total	71	2669.15	2669.15	3.47%
5	Anticipated University Income from various sources during 2021-22		7477.00		
6	Self Financing Schemes	6	1207.66	619.14	0.80%
7	Revolving Fund Schemes	16	181.49	297.10	0.39%
8	TOTAL DEFICIT		10063.23		
GRAND TOTAL (1+2+3+4+5+6+7+8)		348	76958.74	76958.74	

BUDGET ESTIMATES 2021-22 (Scheme wise)						
	in comparison with the previous year 2020-21 & Actual Accounts of 2019-20 (Amount in Lakh)					
Sr. No.	Schemes	* Actual Accounts 2019-20	Budget Estimate 2020-21 & No. of Schemes		Budget Estimate 2021-22 & No. of Schemes	
1	State Schemes Research and Education Schemes	40367.98	58170.46	131	61651.51	131
	RKVY Schemes	344.00				
2	ICAR Schemes {including AICRP/KVK/Central Assistance/Competitive (Adhoc) & Teaching Projects}	9714.05	10803.90	71	10357.33	71
3	Centrally Sponsored Schemes	1829.60	1776.14	62	1364.51	53
4	Other Schemes {National Horticultural Mission, Miscellaneous Schemes (Private Sector)/ Miscellaneous (Foreign) Schemes etc.}	2766.71	2710.67	78	2669.15	71
5	Self Financing Schemes	255.02	620.12	5	619.14	6
6	Revolving Fund Schemes	180.89	289.20	15	297.10	16
	TOTAL	55458.25	74370.49	362	76958.74	348

* Unaudited Accounts

(B)

PRIMARY UNIT-WISE PROVISION OF THE BUDGET ESTIMATES FOR 2021-22					
(Amount in lakh)					
Sr. No	Category of scheme	Salaries & Allowance	Travelling Allowance	Contingencies Wages & Stipend	Total
1	State Schemes				
	Research and Education Schemes	53296.76	60.26	8294.49	61651.51
		86.45%	0.10%	13.45%	
2	ICAR Schemes				
a)	All India Coordinated Research Projects	5454.35	31.20	278.87	5764.42
b)	Krishi Vigyan Kendras (KVKs)	3040.11	25.20	550.80	3616.11
c)	Assistance for Development Programme	0	0	885.00	885.00
d)	Competitive (Adhoc) & Teaching Projects	0	5.37	86.43	91.80
	Sub Total	8494.46	61.77	1801.10	10357.33
		82.01%	0.60%	17.39%	
3	Centrally Sponsored Schemes	701.83	36.96	625.72	1364.51
		51.43%	2.71%	45.86%	
4	Other Schemes				
a)	National Horticultural Mission	0.00	0.00	5.00	5.00
b)	Miscellaneous Schemes (Mostly by Private Sector)	645.29	23.97	1773.27	2442.53
c)	Miscellaneous (Foreign) Schemes	78.57	15.83	127.22	221.62
	Sub Total	723.86	39.80	1905.49	2669.15
		27.12%	1.49%	71.39%	
5	Self Financing Schemes	211.27	6.50	401.37	619.14
		34.12%	1.05%	64.83%	
6	Revolving Fund Schemes	111.25	3.40	182.45	297.10
		37.45%	1.14%	61.41%	
	Total Expenditure	63539.43	208.69	13210.62	76958.74
	Overall (%)	82.56%	0.27%	17.17%	

(C)

BREAK UP OF BUDGET ESTIMATES FOR 2021-22

(Amount in lakh)							
Sr. No	Schemes	No. of Schemes	Research	Teaching	Extension	General Administration & others	Total
1	State Schemes						
	Research and Education Schemes	131	30070.50	17518.05	6450.68	7612.28	61651.51
			48.77%	28.41%	10.46%	12.35%	
2	ICAR Schemes						
a)	All India Coordinated Research	43	5764.42	0	0	0	5764.42
b)	Krishi Vigyan Kendras (KVKs)	18	0	0	3616.11	0	3616.11
c)	Assistance for Development	1	0	885.00	0	0	885.00
d)	Competitive (Adhoc) & Teaching	9	68.97	22.83	0	0	91.80
	Sub Total	71	5833.39	907.83	3616.11	0	10357.33
			56.32%	8.77%	34.91%		
3	Centrally Sponsored Schemes	53	1307.37	9.00	48.14	0	1364.51
			95.81%	0.66%	3.53%		
4	Other Schemes						
a)	National Horticultural Mission	1	0	0	5.00	0	5.00
b)	Miscellaneous Schemes (Mostly by Private Sector)	64	2394.12	29.33	19.08		2442.53
c)	Miscellaneous (Foreign) Schemes	6	221.62	0	0		221.62
	Sub Total	71	2615.74	29.33	24.08	0	2669.15
			98.00%	1.10%	0.90%		
5	Self Financing Schemes	6	0	619.14	0	0	619.14
				100.00%			
6	Revolving Fund Schemes	16	260.20	23.90	13.00	0	297.10
			87.58%	8.04%	4.38%		
	Total Expenditure	348	40087.20	19107.25	10152.01	7612.28	76958.74
	Overall (%)		52.09%	24.83%	13.19%	9.89%	

BUDGET PROVISION FOR:-	
RESEARCH	52.09%
TEACHING	24.83%
EXTENSION	13.19%
GENERAL ADMINISTRATION & OTHERS	9.89%

(D)

UNIVERSITY INCOME LIKELY TO BE EARNED FROM VARIOUS SOURCES DURING THE YEAR 2021-22	
Sources	Anticipated Income
	(Rs. in lakh)
Tuition Fee (including NRI Tuition Fee)	2313.05
Sale of Seeds	2898.47
Sale of Fruits & Vegetables	152.28
Sale of Plants/Plant Products	273.95
Kisan Melas	278.41
Books and Publications	89.79
Soil and Water Testing Fee	45.48
Rent Shops/Buildings	207.61
Misc. Income from other sources (Application Fee, Library Fee, Sports Fee, Training Fee, Day Care Centre & Examination Fee etc.)	1217.96
Total	7477.00

(E)

Detail of posts in Budget Estimates for the year 2021-22

TEACHING

Scheme	Budgeted	In position	Vacant
State Schemes	1062	553	509 47.93%
ICAR	280	272	8 2.86%
Other Schemes	22	21	1 4.55%
Total Overall	1364	846	518 37.98%

NON-TEACHING

Scheme	Budgeted	In position	Vacant
State Schemes	3738	1387	2351 62.89%
ICAR	366	323	43 11.75%
Misc.	64	25	39 60.94%
Total Overall	4168	1735	2433 58.37%

RIGHT TO INFORMATION ACT

2005

M A N U A L

(SERIAL No. 12 OF THE RTI ACT 2005)

Regarding

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

No relevancy with Punjab Agricultural University

PUNJAB AGRICULTURAL UNIVERSITY
LUDHIANA

RIGHT TO INFORMATION ACT

2005

M A N U A L

(SERIAL No. 13 OF THE RTI ACT 2005)

Regarding

Particulars of recipients of concessions, permits or authorization granted
by it

No relevancy with Punjab Agricultural University

PUNJAB AGRICULTURAL UNIVERSITY
LUDHIANA

RIGHT TO INFORMATION ACT

2005

M A N U A L

(SERIAL No. 14 OF THE RTI ACT 2005)

Regarding

Details in respect of the information, available to or held by it, reduced in
an electronic form

PUNJAB AGRICULTURAL UNIVERSITY
LUDHIANA

Details in respect of the information, available to or held by it, reduced in an electronic form

1. Students semester results for all UG/PG and Ph.D. students.
2. Employees CPF and GPF records since 1998.
3. All expenditure vouchers for various schemes.
4. Punjab Agricultural University Act & Statues.
5. Advertisements for all vacancies.
6. Telephone Directory

All the above information is available on PAU Website www.pau.edu

RIGHT TO INFORMATION ACT

2005

M A N U A L

(SERIAL No. 15 OF THE RTI ACT 2005)

Regarding

The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, it maintained for public use.

PUNJAB AGRICULTURAL UNIVERSITY
LUDHIANA

The Punjab Agricultural University maintains constant contact with the citizens by making relevant information on various activities available through various means. Every year, in the beginning of academic session, the Punjab Agricultural University publishes its “ **Prospectus**” and **Semester and Hostel Rules**”. The prospectus contains every minute detail on various academic programmes to be offered during the academic session, the mode of admission, available seats, schedule of admission/ entrance test/counselling/interview, fee structure, eligibility criteria, the academic calendar, syllabus and model questions for entrance tests for admission to various undergraduate and postgraduate programmes etc. In the “Semester and Hostel Rules” all the rules pertaining to procedure for registration, details of advisory system, addition/deletion of courses, evaluation of course work, details of different examinations, selection and approval of topic for postgraduate research, submission and evaluation of M.Sc. & Ph.D. thesis, attendance requirement, educational tours, details of hostel rules including allotment, leave rules, right roll call, provision of rules governing entertaining guests, maintenance of discipline etc. Are included. In addition to this, telephone numbers of Vice-Chancellor; Registrar, Dean, Postgraduate Studies, Dean, College of Agriculture, Dean, College of Agricultural Engineering, Dean, College of Home Science, Dean, College of Basic Sciences and Humanities; Controller of Examination and Director of Students’ Welfare are given. For further enquires, telephone numbers of Deputy Registrar is also given in the Prospectus and the same information is put on the website of the University.

The Mohinder Singh Randhawa Library: This is the main library of the University, open to faculty and students. The services available and the library rules and regulations are also circulated from time to time. The membership of this library is open to teachers, students and on-teaching staff of PAU. Outsiders can also enrol as members on the recommendation of the officers of the University/Heads of Departments subject to the approval of Vice-Chancellor / University Librarian on payment of following charges:

Retired Personnel of PAU	Refundable security Rs 250/-
Corporate Membership	Rs. 10,000/-
Casual Members	Membership Rs 50/- per week
Special Members	Refundable security Rs 3,000/- Annual membership fee Rs 500/-

The following are the borrowing privileges:

Number of books and periodicals: Undergraduate students: 3, Post-graduate Student: 4, Non-teaching Staff:2; teaching staff; 8(3books for semester), special members:2

Period of loan: General books: 14 days : text books, reference books and bound periodicals: overnight; current periodicals, theses and rare books: Not issued.

Overdue charges: Rs 1/- per day for general books and Rs 1/- per hour for overnight issued material.

Loss of library materials: The loss of library material is recovered from the members as per details of recovery given in Chapter LVI of PAU Calendar 2003.

The opening hours of the library are as follows:

Working days 9.00 a.m. to 9.00 p.m.

Saturdays, Sundays & Holidays 9.00 a.m. to 5.00 p.m.

A brochure (copy enclosed) containing all this information is prepared for free distribution to disseminate this information to the interested citizens. It contains the details of type of services available and relevant information on the reading rooms.

The Directorate of Extension Education in the University undertakes the dissemination of new knowledge and technologies through various extension hubs located at the headquarters as well as in different districts in the state. These include Agricultural Technology Information Centre (ATIC) / Communication/ Information Service Centre. Farmers' Service Centre. Farm Advisory Service, Krishi Vigyan Kendras (KVKs); Centre for Communication & International Linkages, Institute of Agricultural and many other extension projects.

1. **ATIC Centre:** This centre engages in quick delivery of technology to the farmers under single window system. Its activities include:

- Sale of quality seeds of crops/ vegetables
- Rhizobium culture and farm literature
- Diagnostic service in respect of crop disorders
- Redressal of farm problems
- On the spot diagnosis of complex problems of the farmers.
- Help- line facility for the farmers (0161-2401960 Ext. 417 and 0161-2410001)

For the specific problems,, farmers can make a contact on telephone with the specialist / department concerned. The help-line telephone number of these departments are 0161-2401960 Extn. 301 (Marketing), Ext. 400 (Farm Power and Machinery) Extn. 401 (Crop Production), Extn. 504 (Entomology), Ext. 419 (Seed Shop), Extn. 435 (Plant Breeding), Extn. 452 (Vegetable Cultivation), Extn. 458 (Fruit Cultivation), Extn. 461 (Economics), Ext. 505 (Plant Pathology) and Extn. 506 (Soils).

2. **Farm Advisory Service:** Farm Advisory Service Scheme (FASS) was started in 1962 primarily with the objective of quick transfer to technology to farmers of the state and getting first hand feed-back of their field problems at all district headquarters, except for newly created district Tarn Taran. FASS of Punjab Agricultural University is an organic link between the University

research system, field functionaries and farmers. The staff of FASSf is engaged in the following activities.

- Advisory Service in respect of crop production and protection
- Conduct of adaptive research trials
- Providing training to farmers, demonstrations
- Field days, on-the-spot guidance of farmers, surveillance and monitoring of campaigns
- Feedback
- Sale of farm literature

3. Krishi Vigyan Kendras (KVKs): There are 17 Krishi Vigyan Kendras, one at Mansa is yet to become operational. The mandate of KVKs is to impart training to the farmers and unemployed rural youth with the following objectives.

- Increasing agricultural productivity and encouraging youth to take up subsidiary occupations.
- Supplementing family incomes.
- Organizing front line demonstrations in various crops to generate production data receive feed-back information and to collaborate with scientists.

At present, KVKs impart practical / oriented training in diversified areas of agriculture, hybrid seed production, cultivation of aromatic and medicinal plants, dairy, bee-keeping, vermin-compost, mushroom growing, integrated pest management, nursery training (horticultural, vegetables, flowering plants), repair and maintenance of farm machinery, self employment of rural youth etc.

Besides, training rural women, income generating programmes like stitching, embroidery, knotting, soft toy, soap and detergent making, fruit and vegetable preservation, feed and nutrition also provided at these centres.

4. Centre for Communication, Languages and Culture: This centre serves as an important link between the farmers and scientists through media in the dissemination of information regarding agricultural innovations and

technologies recommended by the University. The Centre undertakes various activities through its different sections like Farmers Service Centre and Communication Centre for sale of literature. Centre involves itself in the sale of Prospectus of PAU. It provides latest information and news to the media, electronic and print. It helps to organize exhibitions and conducts visitors. To train future journalists, the Centre runs a two-semester PG Diploma in Agricultural Journalism and Mass Communication.

5. **Institute of Agriculture:** The institute of Agriculture came into being at Gurdaspur during 1993-94 and offers a two-year Diploma Course in Agriculture where 30 students are admitted every year. Training is imparted in Agriculture and allied fields.
6. **Farmers' Clubs/ Committees:** For obtaining farmers' feedback on research systems include several committees / clubs like PAU Farmers' Committee: PAU Fruit and Vegetable Growers' Committee: Agricultural Equipment and Manufacturers Advisory Committee: Punjab Farmers' Club: Farm Youth Clubs; Punjab Dairy Farmers' Club; Punjab Young Farmers Association; Punjab State Bee-Keepers Federation; Diagnostic Survey Teams; Zonal Research Extension Advisory Committee; other Sources of Feedbacks and Scientific Advisory Committee (SAC) etc.
7. **Human Resources Development Programmes:** To update the knowledge of the staff and the farmers various training programmes are developed.

a) **Staff development Programmes:**

- Officers' workshops
- National Workshop-cum-seminars
- Advanced Centre of Training in wheat production technology
- Centre for Training in integrated watershed development programmes (Hills)
- Regional Biogas development and training centre
- Regional Extension Service Centre for processing of food grains.
- Training of soil testing officers; training in agricultural engineering.

- Training of veterinary officers; Establishment of international training centre.

b. Farmers' related programmes:

- Farmers Fairs (Kisan Melas)
- Specialized training
- Training in farm machinery
- Soil & Water Engineering
- Training programme for famers, rural artisans, small scale manufacturers.
- Practical training course in agriculture for young farmers
- Fruit and vegetable preservation training course
- Gardener training course and farm women training

8. Utility Services for Farmers: In order to get sustained productivity of both crops and animals, certain organized services are provided to the farmers. In turn, the University scientists get first-hand feedback on emerging problems in various fields of agriculture such as:

- Soils and water
- Farmers' queries
- Weather forecasting
- Monthly Farm Operation

The above services are provided on all working days form 09.00 hours to 17.00 hours at headquarters and outstations with a lunch break from 13.30 hours to 14.00 hours./

RIGHT TO INFORMATION ACT
2005

M A N U A L

(SERIAL No. 16 OF THE RTI ACT 2005)

Regarding

The names, designation and other particulars of the
Punjab Information Officers

PUNJAB AGRICULTURAL UNIVERSITY
LUDHIANA

For any information under Right to Information Act - 2005, following officers may be contacted

1.	Appellant Authority	Dr Rajinder Singh Sidhu Registrar Phone : 0161-400955, 2401960-79 (Ext 213) Email : registrar@pau.edu
2.	Public Information Officer	Mrs Jaswant Kaur Deputy Registrar O/o Registrar, PAU Room No. 60 Phone : 0161-2401960-79 (Ext 442) Email : rti@pau.edu
3.	Assistant Public Information Officer	Sh Kapil Bansal Assistant Registrar Room No. 61 Phone No. 0161-2401960-79 (Ext 377)
The requisite fee for seeking information under RTI Act may be sent in shape of bank Draft/Postal Order in favour of Comptroller, PAU, Ludhiana		

RIGHT TO INFORMATION ACT

2005

M A N U A L

(SERIAL No. 17 OF THE RTI ACT 2005)

Regarding

Such other information as may be prescribed; and thereafter update
these publications every year

**No other information is to be included in the
Right to Information Act
for the present**

PUNJAB AGRICULTURAL UNIVERSITY
LUDHIANA

**Information about
Research Activities
for
PAU Website**

**Information about
Equipments / apparatus
Purchased during
1998-2008
(100 crores)**